



LANGUAGE  
SCHOOLS

# BUSINESS ENGLISH COMMUNICATION MASTERY

- Improve your understanding of general business practices, written, oral, and computer based communications skills
- Strengthen the practical and necessary skills needed for successful English communication in the contemporary workplace
- This mastery is flexible and can accommodate a broad spectrum of professional interests

## AVAILABLE IN

**Brisbane**  
**Sydney**  
**Melbourne**

## ENTRY REQUIREMENT

**ILSC Intermediate 1**

## PROGRAM LENGTH

**Two Full-Time sessions**

*Availability of course is subject to student enrollment. Certificate completion may vary depending on student progress.*

## 2020 START DATES

**Session start dates**

## CLASS DELIVERY, ASSESSMENT METHODS, & COMPLETION

All General English programs are delivered face-to-face. Most students will complete one academic level within 8 weeks. At the end of every 4 week session, teachers provide students with a Student Progress Report (SPR). Students must earn at least 70% on their SPR to move to the next level. The SPR assesses student performance in class (speaking skills, grammar skills, etc.) and assessment results (tests, homework, quizzes, etc.). Students will receive a certificate of completion at the end of their studies as long as they have met the attendance requirement. Students will also receive additional certificates for most specialty programs upon successful completion of program requirements.

## DESCRIPTION

The Mastery in Business English Communication provides a suggested combination of courses to help you focus on the practical and necessary skills needed for successful English communication in the contemporary workplace. Develop written, oral, and computer-based communication skills. The Mastery is flexible and accommodates a broad spectrum of professional interests.

## CORE CLASSES

**TAKE THE FOLLOWING CORE CLASS FOR TWO SESSIONS**

### BUSINESS ENGLISH

Gain basic insights into business topics such as business structure, vocabulary, communications, meeting and negotiation skills.

## SKILLS CLASSES

**CHOOSE TWO OF THE FOLLOWING SKILLS CLASSES**

### BUSINESS ENGLISH CAMBRIDGE

Improve your business English vocabulary and skills by focusing on aspects of the Cambridge BEC tests. Focus on business vocabulary, reading, writing, speaking and listening skills for business situations. Increase your professional chances in global job markets as well as opportunities to work abroad.

### BUSINESS WRITING

Gain skills in written communications, business proposals and writing for the web. You'll develop expertise in resume and cover letter writing as well as report writing.

### PUBLIC SPEAKING

Master the secrets of effective public speaking. You'll learn speech organization, delivery techniques and listening skills.

### WRITING

Challenge yourself by practising your writing daily, learning correct language structure and writing techniques for diverse genres and audiences. Learn the secrets of writing excellent essays.



## CHECK OUT OUR STUDENT STORIES ON ILSC TV

[CLICK HERE TO WATCH THE VIDEO](#)

[WWW.YOUTUBE.COM/ILSCTV](http://WWW.YOUTUBE.COM/ILSCTV)

*"At ILSC, I have multiple choices to decide what I want to learn. ILSC helped me build confidence speaking English, and I gained a lot of international business knowledge."*

**Ting Ting Chang, Taiwan**