



BUSINESS ENGLISH

DIPLOMA, 1 YEAR

Business English

Diploma, 1 year

Our Diploma in Business English has been designed for all those who are looking to obtain excellent working knowledge of spoken and written English, especially for use in the business world.

You will be introduced to the specific vocabulary of business and office practice, learn how to write business letters and reports, and you will be familiarised with drafting agendas, minutes taking, and preparing of reports.

The first objective is to develop fluency in general social situations. You will then be gradually introduced to the specific vocabulary of business and office practice. To check understanding and gain practical experience, you will be given comprehension exercises.

This one-year degree is ideal for all those seeking to quickly improve their English for usage in the business world. It can also be used as a Foundation course for progressing onto one of our Bachelor degrees.

Core Modules

1. Business Correspondence
2. Business Vocabulary
3. Office English
4. English for Management
5. Computers & Information Systems
6. Marketing Management

Assessment

Written exam (unseen) - 100%