

## Business English Seminar 2017 Aug – Nov

\*discount: \$50 each for 2 enrolments; \$100 each for 3 enrolments

Topic	Date	Fee (HK\$)
<b>Business English: real and instant improvements</b> ➡Pronunciation – clarity counts ➡Speaking – words, tones and pauses ➡Writing – simplicity and conciseness	Aug 31 (Thu) 7:30 – 9:30pm	<b>Free of Charge</b>
<b>Saving time writing emails</b> ➡Subject line matters ➡Right! Write to the Points ➡Simple words and expressions ➡An action oriented close	Sep 07 (Thu) 7:30 – 9:45pm	400*
<b>Job Interviews – speaking with confidence</b> ➡First Impression counts ➡Easy answers for tough questions ➡Asking smart questions ➡Body language	Sep 14 (Thu) 7:30 – 9:45pm	400*
<b>The importance of accurate pronunciation</b> ➡How good/bad is your pronunciation? ➡The magic of AEIOU and 26 letters ➡On-the-spot improvements	Sep 21 (Thu) 7:30 – 9:30pm	<b>Free of Charge</b>
<b>Effective writing – write it right</b> ➡Conciseness counts ➡Directness matters ➡Go with the flow ➡Choice of words	Sep 28 (Thu) 7:30 – 9:45pm	400*
<b>Speaking with only simple words and expressions</b> ➡Vocabulary - never an issue ➡Only basic grammar needed ➡Phrasing and pausing ➡Body language	Oct 12 (Thu) 7:30 – 9:45pm	400*
<b>Small talks, big talks and impromptu talks</b> ➡Building confidence ➡Simple words will do ➡Pacing and pausing ➡Speaking from the hearts – not script	Oct 19 (Thu) 7:30 – 9:30pm	<b>Free of Charge</b>
<b>Proofreading and editing your own writing</b> ➡Being aware of mistakes ➡Correcting your own work ➡Advance dictionary skills ➡Editing exercise	Oct 26 (Thu) 7:30 – 9:45pm	400*
<b>Speaking English with accurate pronunciation</b> ➡The power of sound ➡Small changes for big improvements ➡Dropping the Hong Kong accent ➡Wrong pronunciation of: (i) simple words, (ii) business terms, (iii) brand names, (iv) first names & last names	Nov 02 (Thu) 7:30 – 9:45pm	400*

Reserve your place (first come, first served) Phone: 2375 5007 Whatsapp: 5544 4906 Email: info@LiveEnglish.hk