

Business English Seminar 2017 Sep – Nov

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

Topic	Date	Fee (HK\$)
Business English: real and instant improvements ☞Pronunciation – clarity counts ☞Speaking – words, tones and pauses ☞Writing – simplicity and conciseness	Sep 07 (Thu) 7:30 – 9:45pm	Free of Charge
Saving time writing emails ☞Subject line matters ☞Right! Write to the Points ☞Simple words and expressions ☞An action oriented close	Sep 14 (Thu) 7:30 – 9:45pm	400*
Job Interviews – speaking with confidence ☞First Impression counts ☞Easy answers for tough questions ☞Asking smart questions ☞Body language	Sep 21 (Thu) 7:30 – 9:30pm	400*
The importance of accurate pronunciation ☞How good/bad is your pronunciation? ☞The magic of AEIOU and 26 letters ☞On-the-spot improvements	Sep 28 (Thu) 7:30 – 9:45pm	Free of Charge
Effective writing – write it right ☞Conciseness counts ☞Directness matters ☞Go with the flow ☞Choice of words	Oct 12 (Thu) 7:30 – 9:45pm	400*
Speaking with only simple words and expressions ☞Vocabulary - never an issue ☞Only basic grammar needed ☞Phrasing and pausing ☞Body language	Oct 19 (Thu) 7:30 – 9:30pm	400*
Small talks, big talks and impromptu talks ☞Building confidence ☞Simple words will do ☞Pacing and pausing ☞Speaking from the hearts – not script	Oct 26 (Thu) 7:30 – 9:45pm	Free of Charge
Proofreading and editing your own writing ☞Being aware of mistakes ☞Correcting your own work ☞Advanced dictionary skills ☞Editing exercise	Nov 02 (Thu) 7:30 – 9:45pm	400*
Speaking English with accurate pronunciation ☞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 09 (Thu) 7:30 – 9:45pm	400*