



**Tanishqa Quintessence  
Management Services**

**TQMS Global is  
Recognized member of  
IFTDO and ISTD**



## ***BUSINESS ENGLISH SKILLS***

***READ ..... WRITE ..... SPEAK.....***  
***Professional English***  
***A FOUR COURSE STRUCTURE WORKSHOP***  
***FOR***  
***CAREER ORIENTED***  
***PROSPECTIVE EXECUTIVE /***  
***MANAGERIAL PROFESSIONALS***

*Business English Skills* empowers to learn and practice Professional, Practical and Profile related English language skills. It is open to delegates with HSC Plus of qualification, who have solemn desire to improve their language skills.

We enable the delegates to develop their ability to communicate confidently in English by enhancing grammatical knowledge, pronunciation and vocabulary. International exposure becoming prominent, demands proficiency in English; hence we aim to coach the delegates for professional growth.

### ***Program Benefits***

#### **Delegates will be able to:**

- Capitalize English language as an asset in day to day business interactions.
- Enhance Business English with clarity of thoughts and style.
- Comprehend the messages thru effective listening and understanding.
- Develop the vocabulary and understand its relevance while constructing a sentence.
- Build grammatically correct sentences.
- Apply and practice professional business communication tools.
- To understand step by step process for drafting effective business correspondence.
- To organize the email message in most effective manner
- Plan, prepare and execute business presentation successfully.
- Practice business etiquette essential for corporate world.
- Apply WILS (Writing, Interacting, Listening and Speaking) approach for successful interpersonal communication.

The emphasis is on practical speaking, writing and understanding English in archetypal every day work situations to make learning experiential.

## *Key Coaching Topics:*

*Business English Skills* Course has **four** modules:

- *Module 1* focuses on Listening skills, Vocabulary building and Pronunciation.
- *Module 2* focuses on Reading skills and Business grammar.
- *Module 3* focuses on Professional Writing skills and Business Communication tools
- *Module 4* focuses on Presentation skills and Professional Business Etiquette.

### *Methodology*

Presentations- Planned and Canned  
Case Studies  
Video Led Discussions  
Vocal Enhancers  
Assignments  
Language Tool Kit

### *Contact us at*

**KINNESQUI** training centre  
Suite 208, V Mall,  
Next to Sai Dham,  
Off Western Express Highway,  
Kandivali East, Mumbai 400 101  
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### Venue

**Kinnesqui**  
Training Centre

### Duration

72 Hours  
36 sessions of 2  
hours each

Program Marketed By



**Kinnesqui**

*Connecting body, mind & soul*  
A division of TQMS