



**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
Tel: +91 22 6526 4430
Email: info@tqmsglobal.com
Website: www.tqmsglobal.com

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

INVESTMENTS

Rs. 20,000/-

(EXCLUSIVE OF SERVICE TAX 10.30%)