

IN DIRETTA STREAMING

# Corsi di Lingua 2023

Integra la tua formazione e acquisisci un valore aggiunto



8 CREDITI FORMATIVI

## BUSINESS COMMUNICATION: FOCUS ON FUNCTIONAL ENGLISH - 20 ORE

Questo Corso vuole fornire a tutti I Professionisti, provenienti non solo da un panorama legale, la possibilità di migliorare le proprie capacità di esposizione orale. Si differenzia dagli altri corsi di Business English in quanto non è incentrato nello studio della grammatica (che viene comunque menzionata tramite task ed esercizi) ma nell'abilità di esposizione durante *meetings* e *conference calls*.

- **DISCUSSING**

Giving opinions, agreeing and disagreeing

- **MANAGING CONVERSATIONS**

Starting and organizing meetings, managing and ending conversations, handling conference calls

- **EMPHASIZING AND SOFTENING**

Highlighting important points and being diplomatic

- **SIMPLE SPOKEN ENGLISH**

Asking questions and using common expressions

- **MAKING SUGGESTIONS AND GIVING ADVICE**

Changing the force of instructions, giving direct and indirect orders and expressing obligations or instructions.

- **SPECULATING AND SAYING HOW CERTAIN YOU ARE**

Responding with other people with empathy

- **NEGOTIATING**

Hypothesizing to reach an agreement

- **REPORTING**

Using formal expressions to communicate

- **POLITENESS AND SOFTENING**

Upgrading your choice of words in every situation

## Meetings and conference calls

### Listening and speaking in context

- **MAKING THINGS CLEAR**

Clarification, correct a misunderstanding, clarify, reformulate, enter a discussion,

- **PROBLEM SOLVING**

Accept or refuse a suggestion

- **LEADING A MEETING**

Ask for reactions, deal with interruptions, move on, focus or widen the discussion.

- **NEGOTIATING 1**

State your needs, explore positions, ask specific questions and suggest alternatives.

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- **DIPLOMATIC LANGUAGE**

Modify natural directness, explore ways to soften your language.

- **NEGOTIATING 2**

Bargaining, accept or refuse an offer, summarize, play for time and close the deal.

- **MEETINGS AND CONFERENCE CALL REVIEW**

Simulation and overview.

### DATE PRIMAVERA 2023

**13 febbraio - 29 maggio 2023**

**lunedì 18.30 - 20.00**

(la prima lezione 18.30-20.30)

### DOCENTE

**CARROL ANKERS**

Master MSC Education and Training University of Surrey - Cavendish College UK

### QUOTA D'ISCRIZIONE

€ 650,00 + IVA