

Executive Business English

Online Training



Tasneem Hossain
English Language Training Expert
27 years of experience

Course Outline

- Role of English Language in business or work
- Fundamentals of English language expressions
- Vocabulary and Power Vocabulary
- Thinking in English- Framework
- Grammar Clinic
- Short and express communication
- Planning tools for professional writing
- Writing Effective emails and letters
- Listening and avoiding traps in listening
- Telephoning
- Meetings, visits, negotiations, contracting etc.
- Socializing
- Making Presentations
- Writing Numbers
- Writing technical notes and documents
- Reporting
- English in global context

Duration: Eight weeks
Number of sessions: 24
Session Hours: 7:15 to 9:15 p.m. (Dhaka time)
Days: Saturdays, Monday and Wednesday

Course Fee:

Early: Tk. 14,700 (Registration to be completed 7 working days before the course starts)

Regular: Tk. 16,800

Multiple: Join in a pair, Tk. 30,000

This course fee covers tuition, participant's pack, training materials and tools, training venue, and certification.



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