

COMMERCIAL ENGLISH COURSES

The course targets people interested in acquiring or improving their communication skills and knowledge of law and economics terminology pertinent to the commercial sector – students or graduates. The novelty of this course lies in approaching the English language from an intercultural perspective and from the ‘culture’ differences in the company, as an essential element in learning the specialized language. A large focus is placed on the presentation skills and on verbal communication via special exercises (individual or group).

REGISTRATION: between September and July, at the Language Centre, *Spiru Haret* University, 13 Ion Ghica Str., district 3, Bucharest;

DURATION: a module (*beginner, intermediate, advanced*) includes **6-32 hours** and runs for **4-10 weeks**, depending on the course type;

Higher self-confidence at work? Register in one of the two modules below or in both, in the order of your choice:

Speaking for Business- a module for the people with an **intermediate** level in English, on the following topics:

- Company presentation (attention getting techniques, voice tone, body language),
- Telephone conversations,
- Participation in business meetings and negotiations,
- Information exchange (including the products), mainly emphasizing on
- Communication flaws.

Writing for Business - a module for the people with an **intermediate** level in English, on the following topics:

- Writing various business letters,
- Specific formulas, including stereotypes, cliches,
- Compiling reports, emails and fast mail, mainly emphasizing on
- Awareness about, understanding and acquisition of the current international conventions for such documents.

Advantages:

- ☞ focus on the development of the linguistic and metalinguistic skills, with the aid of highly specialized academia
- ☞ acquisition of a new approach, in line with the current trends of studying English language from an intercultural perspective, in order to facilitate establishing contacts and partnerships with foreign companies and individuals
- ☞ the modular structure of the course allows the option for one type of communication or another, depending on personal training interests.

Course requirements:

The candidates are urged to take a Placement Test prior to starting the course, in order to have their knowledge assessed and distributed in a suitable group of study. Due to its specialized nature, the minimum required level of English is **intermediate**.

DAY AND TIME: this information is established during the first meeting with the teacher, for maximum attendance purposes. The classes can also be scheduled for the weekend;

- **CLASSROOM:** at the registered office of *Spiru Haret* University;
- For the intermediate and advanced levels, the distribution of the candidates follows a Placement Test taken during the first meeting with the teacher;

GROUPS: small size;

Documents required for registration (in the original):

- Identity card
- School documents (for the USH students/graduates, the gradebook or enrollment contract is sufficient)
- The receipt to prove payment (cashier's office at the registered USH office)
- The registration application form, filled out (DOWNLOAD)

At the end of a module, the students will be given a graduation certificate, mentioning the type and duration of the course, as well as the assessment results after examination.