

# Business English Skills

Does the other person understand what you want to say?

## Effective Presentation Skills 30 hrs



You're smart. You're intelligent. You're hardworking. Then what makes your colleagues more successful than you? The answer is simple, they've better presentation skills, while you fumble for words, they've already put across their point confidently and effectively. You avoid your seniors like the plague, your colleagues, on the other hand, are on a first-name basis with them. Whether you are an Executive or a Manager, good presentation skills are important for long term career building. Not only do they increase the impact of your presentation Skills, they also indicate decisive planning and leadership qualities. A good presentation inspires confidence in you from your bosses and colleagues. Lets Talk Presentation Skills module teaches on how to make your presentation effective by helping you plan your presentation in a unique and interesting manner, effective usage of voice and body language, the importance of being focused and alert, techniques of dealing with disagreement in a calm manner. Present yourself with this module and present yourself with a difference. Like a promotion, Perhaps!

## Communicating for Business 30hrs

Communication can be defined as the process by which people share ideas, experience, knowledge and feelings through the transmission of symbolic messages. Effective communication is imperative in the business world. However the communication style differs while dealing with different types of people. The manner in which we address our boss is totally different than the way we talk to our colleagues. Effective communication skills is about understanding the right style of communication in business environment and also about overcoming the barriers in communication. This module elucidates the usage of non verbal communication like body language, facial expressions, etc. And also explains the importance of being an effective listener.



## Mastering Business Etiquette 30 hrs



A bright smile, a smart walk, great dressing sense and oodles of confidence gets you noticed within seconds. We call it making a great first impression. It is the magic that you create much before you display your technical knowledge, your brilliant sales report or before you crack that crucial business deal. Some call it basic manners, we call it business etiquette. This module is about mastering the ABC's of this skill that you learn all the seemingly minor details which could have a major impact on the way your colleagues, juniors, bosses, clients and other business associates think of you. This module teaches you all you need to know about presenting yourself in and around your corporate setup.



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