

Business English in Barbados - Agenda

Curriculum Overview & Learning Objectives

With more than 85% of countries speaking English as first or second language, leaders who are fluent and conversant in English have a competitive advantage. Business English in Barbados addresses this need in a comprehensive, multi-level course in advanced business English, enabling Executives to communicate more effectively. The syllabus is communication-driven, focussing on core business situations and protocol. Each unit is framed in 5 sections:

- Working with words in a variety of ways – developing key vocabulary by listening and reading
- Business communication skills, using *key expressions* in meetings, formal and impromptu presentations, telephoning, brainstorming and negotiating
- Language at work, covering grammar from a communicative, business perspective
- Practically speaking emphasizes practical, interpersonal communication, for example demonstrating understanding or raising difficult topics
- Case studies based on authentic business situations

Timing	Topic				
	Day 1	Day 2	Day 3	Day 4	Day 5
	Outcomes: Participants will be able to describe cross-cultural experiences, report back on research, use appropriate tenses, introduce themselves to a group (Unit 1)	Outcomes: Participants will be able to lead a discussion in a meeting and share ideas, express different attitudes to the past, convey a point (Unit 2), and discuss working practices (Unit 3)	Outcomes: Participants will be able to give a formal presentation, speculate about the impact of future changes using different future tenses, demonstrate understanding (Unit 3), and talk about different types of risk (Unit 4)	Outcomes: Participants will be able to participate in a teleconference call, use pronouns for reference, establish rapport, demonstrate interest (Unit 4), explore team relationships, deal with conflict, and emphasize a point of view (Unit 5)	Outcomes: Participants will be able to respond appropriately to feedback, discuss factors for success, evaluate ideas and solve problems in a brainstorming meeting, use adverbs to show different attitudes, use vague language to show uncertainty (Unit 6)
8:00	Introduction <ul style="list-style-type: none"> ▪ Overview of the program and Day 1 – Cultural Connections 	Introduction <ul style="list-style-type: none"> ▪ Overview of Day 2 – Career Management 	Introduction <ul style="list-style-type: none"> ▪ Overview of Day 3 – Policies, Procedures and Change Management 	Introduction <ul style="list-style-type: none"> ▪ Overview of Day 4 – Risk Management and Teamwork 	Introduction <ul style="list-style-type: none"> ▪ Overview of Day 5 – Discussing Factors for Success
	Working with Words <ul style="list-style-type: none"> ▪ Build vocabulary using phrases and adjectives to share cross-cultural experiences 	Working with Words <ul style="list-style-type: none"> ▪ Develop vocabulary in the context of executive career coaching, using multiword verbs, preposition combinations and form fixed phrases 	Working with Words <ul style="list-style-type: none"> ▪ Discuss business practices and implementation relevant to organizational effectiveness 	Working with Words <ul style="list-style-type: none"> ▪ Review the language of risk analysis and management, noting the use of adjectives and verb phrases to convey attitude 	Working with Words <ul style="list-style-type: none"> ▪ Practice using the language and verb phrases describing Profitability, Change, Creativity and Quality
10:00 – 10:15	Break				

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	Business Communication <ul style="list-style-type: none"> Learn and use key expressions when reporting back on industry research - meetings 	Business Communication <ul style="list-style-type: none"> Practice leading a discussion in a meeting and sharing ideas 	Business Communication <ul style="list-style-type: none"> Structure and give a business formal presentation using key expressions 	Business Communication <ul style="list-style-type: none"> Participate in a teleconference call using key expressions and phrases to manage the discussion 	Business Communication <ul style="list-style-type: none"> Practice problem-solving and brainstorming ideas
11:45 – 12:30	Lunch				
	Tenses Review <ul style="list-style-type: none"> Work with meeting reports to practice using tenses and alternative verb forms 	Expressing Attitudes in the Past <ul style="list-style-type: none"> Use the conditional and forms of the past tense (past simple and perfect) to convey attitude 	Speculating about future changes <ul style="list-style-type: none"> Consider the impact of future changes using different future tenses Demonstrate understanding using key words and phrases 	Using Pronouns to Reference <ul style="list-style-type: none"> Practice using pronouns for reference (Unit 4) Using Techniques for emphasizing (unit 5) 	Using Adverbs to Qualify Attitudes <ul style="list-style-type: none"> Practice using adverbs to convey tone and attitude
	Strategic Positioning <ul style="list-style-type: none"> Create a high impact introduction at a multi-national corporate meeting 	Getting your Point across <ul style="list-style-type: none"> Use key language and techniques to ensure understanding 	Assessing pros and cons <ul style="list-style-type: none"> Review and discuss the Case Study of the open-concept office space proposal to be presented to staff 	Establishing Rapport <ul style="list-style-type: none"> Practice methods and language for establishing rapport (Unit 4) 	Responding to Feedback <ul style="list-style-type: none"> Use key words and phrases to respond to constructive criticism (Unit 5) Use vague language to show uncertainty (Unit 6)
2:30 – 2:45	Break				
	Case Study (Multinational Expansion) Review Day 1	Case Study and Introduction to Business Practices and Implementation Review Day 2	Introduction to Working with Words on Risk Management Review Day 3	Introduction to Teamwork and Dealing with Conflict (Unit 5) Review Day 4	Review Day 5 Assessment
4:00 – 5:00	Optional 1:1 support	Optional 1:1 support	Optional 1:1 support	Optional 1:1 support	Feedback form
Evening Event					