



In the business world today, good English communication skill is important and essential. This **Business English Course** is designed for working adults or those who want to improve their English proficiency in business contexts. Not only is English language introduced but also some business and management knowledge is discussed during the lessons. The course is divided into

three phases with five topics, which cover various fields and industries relevant to people using English in their workplace. This course also focuses on developing learners' four language skills including reading, writing, listening and speaking in addition to necessary grammar and business vocabulary.

### Topics:

#### Phase I: Human Resources and Administration

- Applying for a job, attending an interview, preparing an organization chart, discussing job responsibilities

#### Phase II: Sales & Marketing and Customer Services

- Dealing with customers, handling complaints, negotiating with different parties

#### Phase III: Finance & Accounting

- Reviewing figures, preparing budgets, presenting ideas

**Medium of Instruction:** English

**Timetable:** All lessons are scheduled on **Friday evenings**.

Phase I: 23, 30 January & 6, 13, 27 February

Phase II: 13, 20, 27 March & 10, 17 April

Phase III: 24 April & 8, 15, 22, 29 May

**Time:** 7:20 pm – 9:00 pm



**Course Fee:** HK\$1,500 per phase (new student) / HK\$1,200 per phase (old student)

**Entry Requirements:** Completion of at least Secondary 5  
or the Certificate in Communicative English Programme

**Venue:** 6/F, YMCA of Hong Kong, 41 Salisbury Road, Tsim Sha Tsui.

**Enquiry:** 2268 7733

**Website:** [www.ymcahkcollege.edu.hk](http://www.ymcahkcollege.edu.hk)