

# Business English

Level: Low Intermediate - Advanced  
19 Units | 380 Lessons | 19 Achievement Tests

In this course, you will learn about a variety of work functions, from HR and customer service to IT and marketing. The course also covers introductions, meetings, negotiations, leadership and entrepreneurial skills, email correspondence and more.

### By the end of this course, you will be able to:

- Communicate effectively in common workplace situations
- Understand a wide variety of workplace correspondence and materials
- Discuss issues that arise in business meetings and everyday workplace situations
- Apply best practices in diverse workplace situations

Enrolled



## Meetings & Conferencing

20 Lessons | 1 Achievement Test  
Learn how to manage a meeting from start to finish, including creating an agenda, and giving updates to team members. In addition, learn how to troubleshoot technical difficulties on telephone and vid... [more](#)

Continue

Lessons



## Presentations

20 Lessons | 1 Achievement Test  
Learn tips on how to best prepare for presentations, and how to begin and end your presentations effectively. Furthermore, learn how to understand complex lectures in English on various business-relat... [more](#)

Continue

Lessons

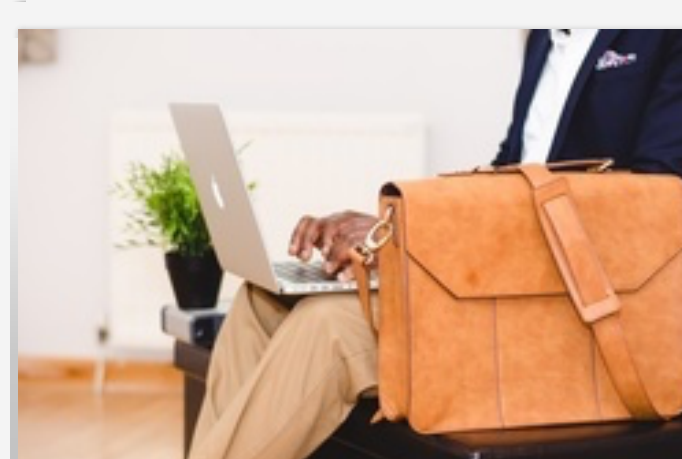


## Telephone

20 Lessons | 1 Achievement Test  
Would you like to improve your telephone skills? Complete this unit to learn how to manage and participate in work-related telephone calls, leave and understand detailed voicemails, and interact with ... [more](#)

Start

Lessons

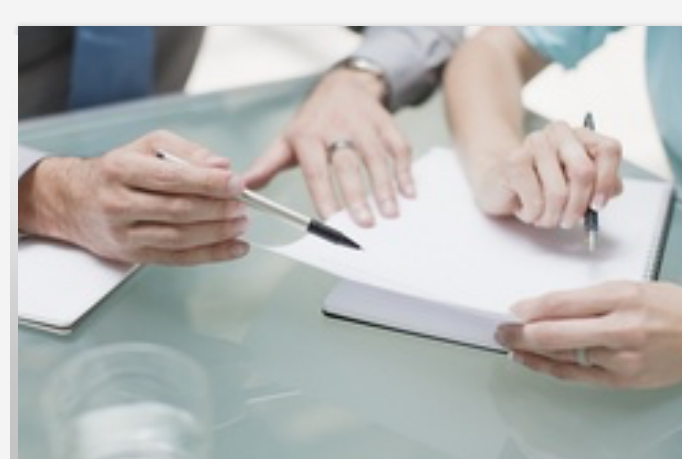


## Email

20 Lessons | 1 Achievement Test  
Successfully communicate over email by learning tips on how to write effective emails. In addition, learn how to understand announcements made over email, and how to write letters and emails on a vari... [more](#)

Start

Lessons



## Resumes & Cover Letters

20 Lessons | 1 Achievement Test  
Strengthen job-searching skills by learning tips on how to write effective resumes and cover letters. Furthermore, understand tips on how to conduct a successful job search.

Start

Lessons



## Interviews

20 Lessons | 1 Achievement Test  
Master the art of interviews by learning how to discuss job history and work-related achievements. Learn tips on how to respond to common job interview questions and how to lead an interview effective... [more](#)

Start

Lessons



## Negotiations

20 Lessons | 1 Achievement Test  
Improve negotiation skills by learning how to state interests and objectives, present proposals and counter proposals, and express opinions and solutions.

Start

Lessons



## Networking

20 Lessons | 1 Achievement Test  
Develop networking skills by learning how to introduce yourself at networking events, describe professional background and experience, and engage in small-talk with co-workers and new acquaintances.

Start

Lessons

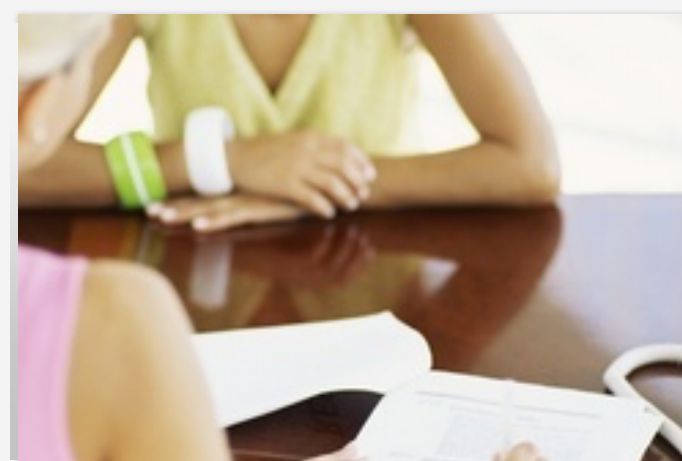


## Around the Office

20 Lessons | 1 Achievement Test  
Successfully navigate your way around the office by learning how to understand company-wide emails and engage in conversations with co-workers on a variety of topics. Furthermore, learn how to give an... [more](#)

Start

Lessons



## Human Resources (HR)

20 Lessons | 1 Achievement Test  
Describe employee benefits, and company policies and procedures. Learn the basics of recruiting by learning how to write official offer and rejection letters, and by understanding employee onboarding. [more](#)

Start

Lessons



## Information Technology (IT)

20 Lessons | 1 Achievement Test  
Be the resident IT expert by learning how to troubleshoot technical problems and explain them to co-workers. In addition, learn how to understand simple and complex technical instructions, and how to ... [more](#)

Start

Lessons



## Finance

20 Lessons | 1 Achievement Test  
Develop financial skills by learning how to explain balance sheets, income statements, and cash flow statements. Furthermore, understand various financial positions and responsibilities, including acc... [more](#)

Start

Lessons



## Marketing

20 Lessons | 1 Achievement Test  
Master marketing by studying content and digital marketing. Learn how to give company updates on marketing-related matters and how to develop marketing strategies based on real case studies.

Start

Lessons

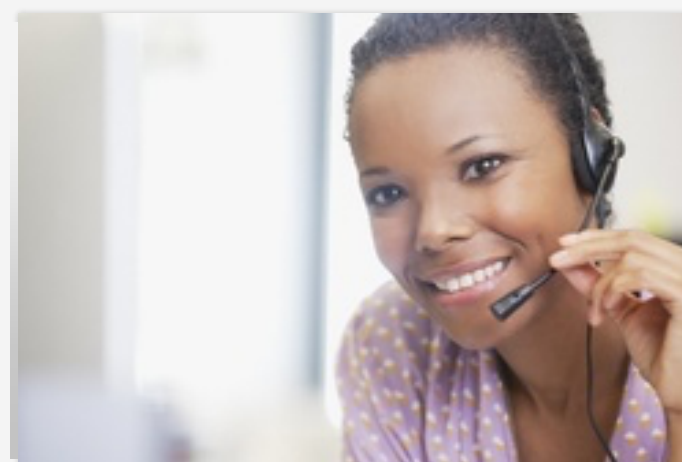


## Product Development

20 Lessons | 1 Achievement Test  
Develop product development skills through reading about the agile product development process and listening to status updates on engineering-related products. In addition, learn how to explain the va... [more](#)

Start

Lessons



## Customer Service

20 Lessons | 1 Achievement Test  
Develop customer service skills by learning about the value of the Customer Service Departments, reading and listening to real complaints from customers, and writing feedback surveys for customers and... [more](#)

Start

Lessons



## Project Management

20 Lessons | 1 Achievement Test  
Explore the different aspects of project managements and some common challenges project managers face. Learn about what happens when projects are managed properly and how to avoid running into these i... [more](#)

Start

Lessons



## Leadership

20 Lessons | 1 Achievement Test  
Become a better leader by learning tips on how to effectively manage a team. In addition, learn about different management styles, how to motivate employees, and become familiar with workplace trends. [more](#)

Start

Lessons



## Entrepreneurship

20 Lessons | 1 Achievement Test  
There are many challenges and rewards of becoming an entrepreneur. Read tips for entrepreneurs, learn ways to promote and grow your business, and prepare for the challenges of starting a new business... [more](#)

Start

Lessons



## Review

20 Lessons | 1 Achievement Test  
Reinforce your business knowledge and skills by reviewing material related to meetings, communication in the workplace, presentations, and much more.

Start

Lessons

