

# Business English Courses



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# About Us

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At Breeze Lingo, our mission is to give our students the **confidence and fluency** they need to face any situation in English.

With the help of our global team of expert teachers our students **gain confidence, improve their speaking and listening and achieve their English language goals.**

Through our online platform we offer **personalised one-to-one** classes and specialised **Business English courses.**

Watch this short video to find out more about Breeze Lingo

[PLAY VIDEO](#)

With Breeze Lingo, learning English *is a breeze!*

## **Breeze**

/bri:z/ noun

**Something which is easy to do or accomplish**



# Learning Business English



English is spoken by 1 in every 4 people, and is the most spoken second language in the world.

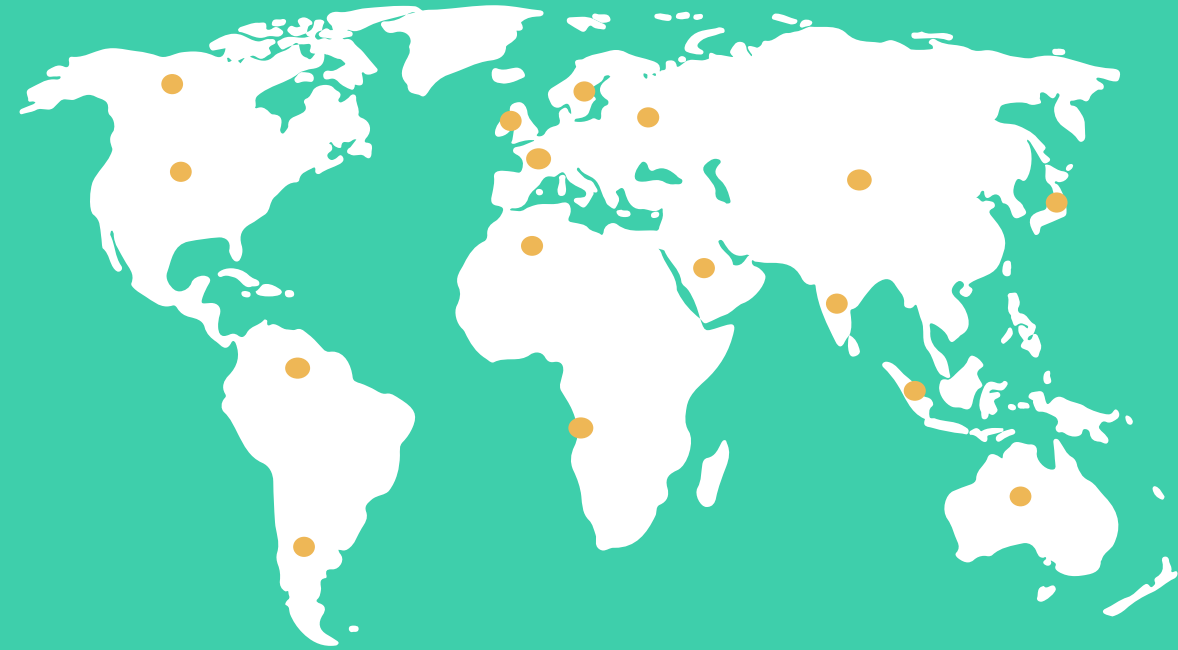


Many multinational companies have already adopted English as their official or second language



Employees who master Business English can:

- ✓ Efficiently communicate and network with colleagues or customers around the world,
- ✓ Confidently negotiate with overseas customers or providers,
- ✓ Understand important financial and technical information related to their jobs,
- ✓ Participate in international projects
- ✓ Be more competitive in the national and international job markets,
- ✓ Study high level business courses such as MBAs in order to progress their professional careers.



# Business English with Breeze Lingo

Students who take our courses **develop important business skills** whilst **mastering the English** required to use these skills confidently in today's globalised world.

- ✓ One-to-one
- ✓ Online
- ✓ Scheduled according to student availability

We currently offer three specific Business English Courses:



**Business Networking**



**Business Presentations**



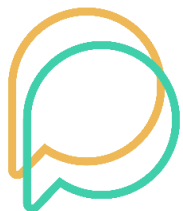
**Business Meetings**

**Minimum B1 English level is required to follow the course**

**Students who complete their course will receive a certification**

## Methodology

- Courses are taught exclusively in English using a communicative method
  - Classes simulate real-life business situations and consist of all language skills: speaking, listening, reading, and writing.
- Realistic practice with guest participants from other countries
  - Gain confidence and improve listening skills talking to people in an international context



# Our Business English Expert, Tania Paar

Our Business English courses are designed and taught by Tania Paar. Tania has over twenty years of business experience which includes:

- Master's degree in Information Technology
- Certified Project Management Professional (PMP)
- More than twenty years of experience in IT, Banking, and Project Management
- Participation in many complex international banking projects in Europe and the USA
- Work experience in Croatia, the USA, the UAE, and Spain

Tania is also a certified TEFL (Teaching English as Foreign Language) English teacher with over six years English teaching experience.

Watch this short video to find out more about Tania.

[PLAY VIDEO](#)



# Business Networking



"Networking is not about just connecting people. It's about connecting people with people, people with ideas, and people with opportunities." - Michele Jennae

In this course, students will learn **key business networking skills** and how to use **English** to connect with people in global business.

Lesson/ Unit	Duration in hours
<b>1. Personal and project introductions</b>	<b>3</b>
<b>2. Active Listening</b>	<b>3</b>
<b>3. Small Talk</b>	<b>3</b>
<b>4. Intensive practice and review</b>	<b>3</b>
<b>TOTAL DURATION</b>	<b>12</b>

## Key course topics include:

- Making introductions in a business setting
- Talking about business projects
- Active listening skills
- Basics of efficient business writing
- Principles of small talk
- Key elements for not offending in different business cultures
- Ice-makers and ice-breakers in different business cultures
- Vocabulary, phrases, and abbreviations used in business communication

If you are interested in this course, contact us to book your **no-obligation free 30 minute** trial class with Tania

# Business Presentations



**“Only the prepared speaker deserves to be confident.” - Dale Carnegie**

In this course, students will learn **essential business presentation skills** and develop the **public speaking skills** required to give **professional presentations in English**.

Lesson/ Unit	Duration in hours
<b>1. Presentation organization</b>	<b>3</b>
<b>2. Preparation and delivery</b>	<b>3</b>
<b>3. Presentation style</b>	<b>3</b>
<b>4. Intensive practice and review</b>	<b>3</b>
<b>TOTAL DURATION</b>	<b>12</b>

If you are interested in this course, contact us to book your **no-obligation free 30 minute** trial class with Tania

## Key course topics include:

- How to deal with questions and interruptions
- Three Ss technique for efficient presentation
- How to apply three Ss technique to short written reports
- Methods and techniques for efficient presentation delivery
- Importance and elements of knowing your audience
- Essential skills for joint presentations
- Guidelines for slides used in presentations
- Different presentation styles
- Using voice and visuals in presentations
- Basic elements of efficient project report presentations



# Business Meetings



**“The majority of meetings should be discussions that lead to decisions.”**

- *Patrick Lencioni*

In this course, students will learn how to manage both online and face-to-face meetings and develop the speaking and listening skills required to participate in meetings in English.

Lesson/ Unit	Duration in hours
<b>1. Running a successful meeting</b>	<b>3</b>
<b>2. Participating in meetings</b>	<b>3</b>
<b>3. Conference calls</b>	<b>3</b>
<b>4. Intensive practice and review</b>	<b>3</b>
<b>TOTAL DURATION IN HOURS</b>	<b>12</b>

## Key course topics include:

- The elements of a successful meeting
- How to prepare a meeting agenda
- How to take efficient meeting minutes
- How to keep control during a meeting
- How to adapt different styles of participating in meetings
- How to agree and disagree
- How to chair and participate in successful phone and video conference calls
- Elements of successful international conference calls
- Vocabulary, phrases, and abbreviations used in business meetings

If you are interested in this course, contact us to book your **no-obligation free 30 minute** trial class with Tania

# Course Prices



 <b>Business Networking</b>	12 hours *	240€
 <b>Business Presentations</b>	12 hours *	240€
 <b>Business Meetings</b>	12 hours *	240€

\* Estimated course duration but dependent on student progress



- ✓ One to one classes
- ✓ Classes online via Zoom
- ✓ Class schedule designed around student preferences
- ✓ No fixed course deadline



5% discount for second course booked (price of course 228€)

10% discount for third course booked (price of course 216€)

***Try before you buy with a free 30 minute no-obligation class with Tania***



# Contact Us

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**Facebook:** [www.facebook.com/BreezeLingo](http://www.facebook.com/BreezeLingo)



**Thank you  
for your time**

