

**Business  
English  
Courses**



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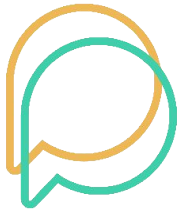
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# About Us

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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.

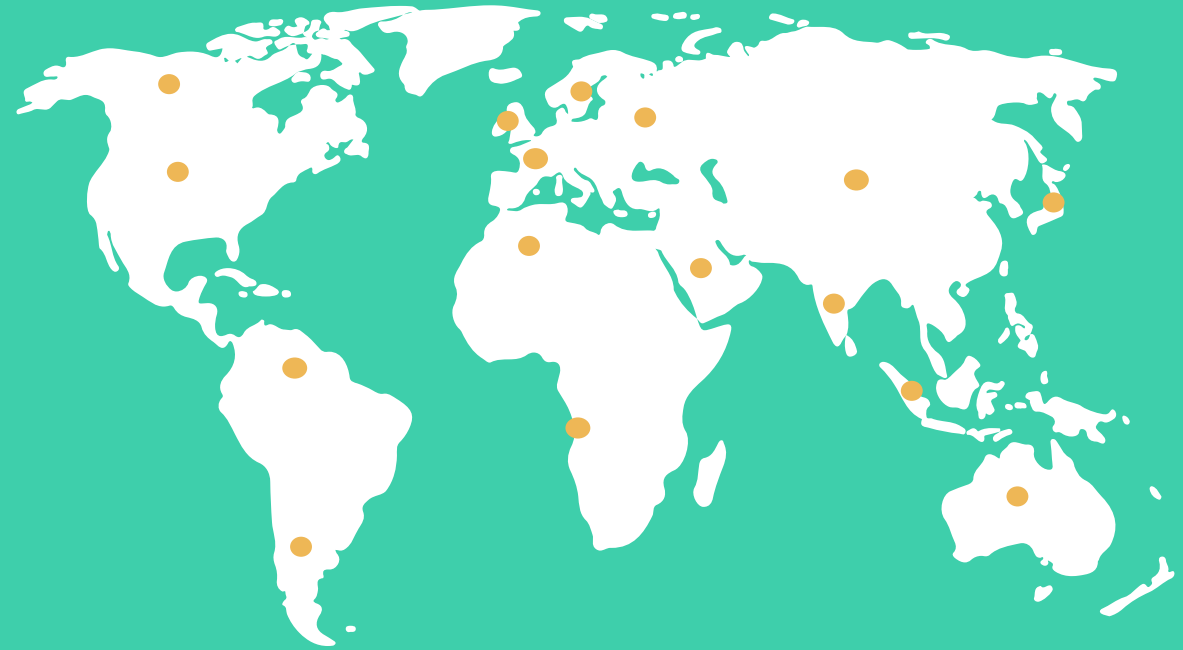


Many multinational companies have already adopted English as their official or second language



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) and Certified Scrum Master
- 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>

## 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

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



# 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 *	300€
 <b>Business Presentations</b>	12 hours *	300€
 <b>Business Meetings</b>	12 hours *	300€

\* Estimated course duration but dependent on student progress



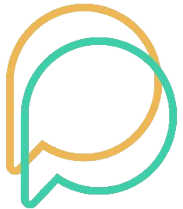
- ✓ One to one classes
- ✓ Classes online via Zoom
- ✓ Class schedule designed around student preferences
- ✓ No fixed course deadline



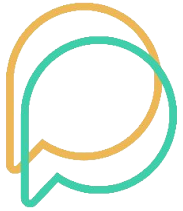
5% discount for second course booked (price of course 285€)

10% discount for third course booked (price of course 270€)

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



# Customer Testimonials



Tania is an excellent teacher if you want to improve your Business English skills. She is a very friendly and enthusiastic English teacher.

She adapts the lessons according to your needs. Every Business English class is different, you learn about different topics which is very interesting.

I would recommend Tania to everyone!

**Isabel Herrera**

I enjoy my classes with Tania, she knows my concerns and prepares the classes focused on my needs. They are very dynamic classes in which I participate at all times. Without a doubt, I would recommend their classes.

**Pedro Urdiales**

If you want to improve your Business English skills, Tania is the teacher you definitely need.

As she knows well the Business environment, she adapts the lessons to real needs and focuses on what you really need or want to learn.

Her lessons are very dynamic and she has plenty of activities to do.

**Maria Teresa Arroyo**

I love my classes with Tanja. She's passionate about teaching English, patient and friendly. She focuses on the practice, making things easier so that you can understand and remember everything. She likes to plan all the lessons carefully, giving the opportunity to adapt your English needs. Business English classes are also awesome! She has given me the abilities and the confidence to help me succeed in my professional career. Undoubtedly, I would recommend Tanja to everyone !!

**Beatriz Garcia**

# Contact Us

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**Instagram:** @Breezingo



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



**Thank you  
for your time**

