

## The Vientiane College Diploma - Module Overview

### **DIPIB103 International Business English**

#### **Overview of the module**

International Business English is designed to help you communicate effectively in informal and formal business situations. This module will help you find the right words in the workplace. You will achieve this by engaging in authentic business situations given over the module. Whether you are meeting new clients, dealing with people on the telephone, taking a meeting, presenting at a meeting, writing up the minutes of a meeting or making business contacts, this module aims to give you the interpersonal skills, language and confidence to cope with these situations.

#### **Key questions explored on the module**

- What prior knowledge of business situations do I have, and how can I use this effectively in this module?
- What do I need to consider when communicating with different cultures?
- How can I successfully and confidently communicate in formal and informal business settings?
- How can I use my interpersonal skills to further my career?

#### **Skills**

This module will help you improve your English skills with a special emphasis on:

- introducing yourself and someone else in a culturally appropriate manner
- using appropriate functional expressions in common social situations
- dealing with various business situations on the telephone
- managing business meetings
- note-taking and writing up minutes for meetings
- focusing on the factors that make a good business socializer/communicator

#### **Performance Tasks**

In this the module you will:

- participate in pair/group work to improve your communication skills
- engage in various role-play activities
- write up the minutes of a business meeting
- present graphs and predict trends in a business meeting

