

ENGLISH FOR ACCOUNTANTS I

This course is aimed at those of you whose knowledge of English is approximately equivalent to upper secondary school level. You are using or are expected to use English at work. You understand most of what is said, but when you want to express yourself you feel you lack the appropriate phrases and the correct terminology. You want to expand your vocabulary, but you also want to have the grammar explained or confirmed, and well as improving your pronunciation.

At the end of the course, your knowledge of English will be structured better, and you will have added further knowledge to the areas that are important in your professional life. You will have greater confidence in your written and spoken communication skills.

COURSE CONTENTS

Day 1

Written business communication: Letters, memos and emails; formal and informal language; specialist terminology; relevant grammar

Day 2

Spoken business communication: Business conversations, meetings and negotiations; figures and trends; specialist terminology; pronunciation patterns; appropriate words and phrases; relevant grammar

Day 3

International relation: Titles of finance department staff, managers etc; telephone English – techniques and skills; polite language; business/private conversations; relevant grammar.

SCOPE

3 days. Classes are in the daytime, 09.00-16.00. (The first day, however, starts at 10.00).

FEES

COURSE DATES
Go to www.fei.se

FÖRETAGS
EKONOMISKA

INSTITUTET

'88'

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