

**Investment  
PKR 25,000**

# **BEST**

## **Business English Skills Training Workshop**

Ability to communicate effectively in Business English is a critical skill for corporate employees. Excellent writing, presentation, and communication skills are required for productivity, growth, and excellent work performance that ultimately impact the company's bottom line. This workshop aims at exposing participants to effective business communication skills in order to equip them with sound understanding of the use of English language in their working environment in impressive and persuasive manner.

### **Contents of Workshop**

- 15 ways to improve oral communication in business.
- Presentation skills (4P's, structure, planning, designing, delivery, use of visuals, fluency enhancement, key linguistic devices, effective use of voice, pacing, pausing, rhythm and intonation).
- Report Writing (style, organization, language selection, title, content, acknowledgement, and executive summary).
- Professional e-mail writing to executive and subordinates.
- Business letters.
- Techniques to write effectively and impressively.

Mr. Mazhar Ellahi is a recognized English Language Trainer. He holds Master Degree in English (Literature). He has attended British Council workshops on IELTS and shared his own unique techniques. He introduced short and easy techniques to enable students learn English language easily and comprehensively within a short time. His English Language techniques include conceptual study using flow charts, graph, table, situation base and cross-matched techniques. He has conducted several seminars and workshops on IELTS, TOEFL and English language Proficiency. He has given trainings in English Communication and English Language tests like IELTS, TOEFL, GRE and TOEIC to Professionals.

### **CASE-PDC**

Sir Syed Memorial Building 19 Attaturk Avenue G-5/1 **Islamabad**  
Phone: (051) 843.2273 - 79 Ext 322 WLL: (051) 256.8813 Cell: 0313.444.2222

**3 DAYS WORKSHOP FOR CORPORATE CLIENTS**



**CASE PDC**  
**ark Consulting  
Group**



### **Who Should Attend?**

HR Managers, Customer Relation Officers, Marketing Managers, Sales Representatives and those who are assigned duties to represent their organizations and need correspondence in internal and external working environment.