

## Wissen Business English Institute

### Business Communication Course Structure

Unit Code	SU Code	Unit/Sub Unit Name	Duration
Unit 1.0		Business Communication- Basic Level A	30 days
	1.1	Grammar complete structure	10 days
	1.2	Vocabulary and Sentence Formation	5 days
	1.3	Tenses	2 days
	1.4	Speeches and Tone	2 days
	1.5	Diphthongs and Hipthongs	2 days
	1.6	Speaking, Pronunciation, Spelling	7 days
	1.7	Assessments and Assignment test with Certification course day	2 days
Unit 2.0		Business Communication – Intermediate Level B	30 days
	2.1	Listening with Vocabulary	2 days
	2.2	Reading with Vocabulary	2 days
	2.3	Writing with Vocabulary	3 days
	2.4	Speaking with Vocabulary	3 days
	2.5	Expressions and feelings with LRWS and Vocabulary	2 days
	2.6	Writing a content, mail, letter, manuals	3 days
	2.7	Public Speaking skills and language enhancement thru role play and techniques	3 days
	2.8	Assessments and Assignment test with certification course day	2 days
Unit 3.0		Business Communication – Advanced Level C	30 days
	3.1	Telephone Skills- Using a telephone ( Listening and Speaking skills )	2 days
	3.2	Presentation skills	2 days
	3.3	Meetings, writing notes, making notes- managing tasks	3 days
	3.4	Business Correspondence	2 days
	3.5	Business Vocabulary	1 day
	3.6	How to discuss key business Concepts ( role plays and activities)	2 days
	3.7	Cross Cultural awareness	1 day
	3.8	Report Writing	1 day



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	3.9	Developing business vocabulary and content	2 days
	3.10	N.I.C.E skill training	12 days
	3.11	Assessments and Assignment test with certification course day	2 days
<b>Unit 4.0</b>		<b>Business Communication Expert level</b>	<b>30 days</b>
	4.1	Presenting self, topics, team strength and weakness	3 days
	4.2	Relationship with others, group, external members	2 days
	4.3	Looking back and looking forward	3 days
	4.4	Asking questions and giving information- Expert level	2 days
	4.5	Giving and taking feedback	2 days
	4.6	Agreeing and disagreeing- win-win situations	2 days
	4.7	SWOT Analysis on self, team, group	4 days
	4.8	Managing self and stake holders	2 days
	4.9	Leader Vs Boss Autocratic Vs Democratic Vs Executive Vs Efficient	8 days
	4.10	Assessments and Assignment test with certification course day	2 days
<b>Unit 5.0</b>		<b>Soft Skill Training</b>	<b>30 days</b>
	5.1	Public Speaking	3 days
	5.2	Inspiring Skills	2 days
	5.3	Self Motivation	2 day
	5.4	Communication Skills	3 days
	5.5	Team working skills	3 days
	5.6	Creativity and Problem solving skills	3 days
	5.7	Time management	2 days
	5.8	Working under pressure and ability to deal with pressure	2 day
	5.9	Quality and Productivity	2 day
	5.10	Effective Speaking Vs Effective Listening	2 days
	5.11	Resilience and Self Awareness	4 days
	5.12	Assessments and Assignment test with certification course day	2 days



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Unit 6.0		Career Skills	
	6.1	Interviewing skills	5 days
	6.2	Personality Development	10 days
	6.3	Body Language	5 days
	6.4	Stress Management	10 days
	6.5	Strategic Management	8 days
	6.6	Coaching and Mentoring	14 days
	6.7	Delegation and management	5 days
	6.8	Decision making skills	5 days
	6.9	Negotiation skills	15 days
	6.10	Influencing skills	10 days
	6.11	Convincing skills	10 days
	6.12	Persistence and Perseverance	5 days
	6.13	Crisis Management	5 days
	6.14	Conflict Management	5 days
	6.15	Emotional Intelligence	5 days
	6.16	Ethical Leadership	10 days
	6.17	Assertiveness	5 days
	6.18	Organizational Skills	5 days
	6.19	Business Etiquette	3 days
	6.20	Train the Trainer	5 days

