

# PREPARATION FOR BUSINESS

Đối với chương trình này học viên sẽ được học những topic rất thông dụng, ứng dụng cao trong cuộc sống hằng ngày. Sau khi kết thúc khóa học này học viên sẽ có kiến thức giao tiếp tốt và có thể thảo luận bất kì một chủ đề nào trong cuộc sống đây sẽ là bước tiến vững vàng để học viên tiếp cận nhanh hơn với chương trình Business Course sau này.

## BUSINESS COURSE

Giáo trình này học viên sẽ được học những chủ đề mang tính chuyên ngành và ứng dụng cao đáp ứng nhu cầu công việc hiện tại. Giáo trình sẽ cung cấp những bài giảng liên quan đến kỹ năng mềm của mỗi người như kỹ năng thuyết trình bằng tiếng anh, kỹ năng đàm phán, kỹ năng đặt cuộc hẹn.... Sau khi đã hoàn thành xong tất cả những kỹ năng mềm học viên sẽ được học đến những chuyên ngành cụ thể liên quan đến lĩnh vực mà họ đang làm từ kinh tế đến kỹ thuật.

English Business Program

# BUSINESS

## PROGRAM

30 lessons  
4 mini test  
1 mid-term test  
1 final test

### DAY 1

#### Lesson 1

#### GREETINGS IN BUSINESS

This first lesson introduces various manners of greetings in business. This lesson helps learners in having skills of greeting and starting conversations in English when meeting colleagues, superiors or partners, clients etc.

### DAY 2

#### Lesson 2

#### USING TELEPHONES IN BUSINESS

This lesson teaches the techniques when using telephones in business. With this lesson, learners would have skills of talking on the telephone with clients or partners etc. in English.

### DAY 3

#### Lesson 3

#### BUSINESS LETTERS

This lesson teaches how to write business letters in English. This lesson helps learners how to write letters to foreign partners, clients etc.

### DAY 4

#### Lesson 4

#### REPORTS

This lesson teaches manners of writing reports in the company. With this lesson, learners would have the skills of writing reports effectively.

### DAY 5

#### Lesson 5

#### PRESENTATION

This lesson teaches how to write business letters in English. This lesson helps learners how to write letters to foreign partners, clients etc.

### DAY 6



#### MINI TEST

Finishing the first five lessons and the test, learners would acquire the fundamental skills of greetings in business, writing business letters, writing reports and doing presentation. These skills would make business works more convenient and effective for learners.

### DAY 7

#### Lesson 6

#### COMPANY ORGANIZATION

This lesson describes the organization in the company. With this lesson, learners would have an outlook of the company's organization as well as the names of positions in the company in English.

### DAY 8

#### Lesson 7

#### COMMUNICATIONS IN BUSINESS

This lesson introduces various ways of communications inside as well as outside the company. This lesson helps learners in having skills of communicating with different people in different situations in business.

**DAY 9****Lesson 8****TAKING PART IN A MEETING**

This lesson teaches how to take part in a meeting in business. With this lesson, learners would acquire the DOs and DON'Ts when participating meetings inside and outside the company.

**DAY 10****Lesson 9****GOING ON A BUSINESS TRIP**

This lesson teaches the skills of taking part in a business trip. With this lesson, learners would be equipped with helpful knowledge when going on business trips, especially to foreign countries.

**DAY 11****Lesson 10****TEAM BUILDING**

This lesson describes the organization in the company. With this lesson, learners would have an outlook of the company's organization as well as the names of positions in the company in English.

**DAY 12****MINI TEST**

Finishing 5 lessons above and the test would help learners in acquiring necessary knowledge and skills when taking part in meetings, business trips as well as team works and activities in the company.

**DAY 13****Lesson 11****MANAGEMENTS**

This lesson introduces ways of managing employees in the company. With this lesson, learners would have the skills of managing employees effectively.

**DAY 14****Lesson 12****PROCESSES AND OPERATIONS**

This lesson introduces the processes of production activities. This lesson helps learners in having knowledge of production's processes and operations taking place in the company.

**DAY 15****Lesson 13****SUPPLIERS, DELIVERY AND AFTER-SALES (Part 1)**

This lesson introduces business terms relating to suppliers and delivery processes as well as after-sales service. With this lesson, learners would have a basic knowledge of such business aspects as suppliers, delivery and after-sales.

**DAY 16****Lesson 14****SUPPLIERS, DELIVERY AND AFTER-SALES (Part 2)**

This lesson also introduces business terms relating to suppliers and delivery processes as well as after-sales service in more detail. This lesson helps learners acquire broader and deeper knowledge of the business aspects of suppliers, delivery and after-sales.

**DAY 17****Lesson 15****CUSTOMER SERVICES**

This lesson introduces one amongst fundamental activities of business, that is customer services. With this lesson, learners would acquire the important qualifications of customer services which is vital to the company's success.

**DAY 18****MID-TERM TEST**

Finishing 5 lessons above and the test would equip the learners with broad and deep knowledge and skills relating to such business aspects as employees management, products suppliers and delivery as well as after-sales services.

**DAY 19****Lesson 16****COMPETITIONS**

This lesson introduces business terms relating to suppliers and delivery processes as well as after-sales service. With this lesson, learners would have a basic knowledge of such business aspects as suppliers, delivery and after-sales.

**DAY 20****Lesson 17****MARKETING, ADVERTISEMENTS AND COMMERCIALS (Part 1)**

This lesson also introduces business terms relating to suppliers and delivery processes as well as after-sales service in more detail. This lesson helps learners acquire broader and deeper knowledge of the business aspects of suppliers, delivery and after-sales.

**DAY 21****Lesson 18****MARKETING, ADVERTISEMENTS AND COMMERCIALS (Part 2)**

This lesson teaches the business activities of marketing, advertisements and commercials in more detail. With this lesson, learners would have broader and deeper knowledge of such aspects as marketing, advertisements and commercials.

**DAY 22****Lesson 19****IMPORT AND EXPORT (Part 1)**

This lesson introduces the company's activities of importing and exporting. This lesson would bring the learners the basic knowledge as well as business terms of the aspects of import and export.

**DAY 23****Lesson 20****IMPORT AND EXPORT (Part 2)**

This lesson teaches the company's activities of importing and exporting in more detail. With this lesson, learners would have broader and deeper knowledge of the aspects of import and export.

**DAY 24****MINI TEST**

Finishing 5 lessons above and the test, learners would acquire knowledge and skills in such important business activities as marketing, advertisements, commercials, import and export which is helpful for your business work.

**DAY 25****Lesson 21****ACCOUNTS AND PAYMENTS (Part 1)**

This lesson introduces basic knowledge of one amongst company's activities as accounts and payments. With this lesson, learners would have basic knowledge of such business aspects as accounts and payments of the company.

**DAY 26****Lesson 22****ACCOUNTS AND PAYMENTS (Part 2)**

This lesson teaches the knowledge of accounts and payments in more detail. The lesson would bring learners deeper and broader knowledge of the business aspects of accounts and payments of the company.

**DAY 27****Lesson 23****RAISING FINANCE**

This lesson introduces the manners of raising finance of the company. With this lesson, learners would have the skills of how to do your business work successfully and to raise finance for your company.

**DAY 28****Lesson 24****SALES AND NEGOTIATIONS (Part 1)**

This lesson introduces one amongst important activities of the company, that is sales and negotiations. This lesson would bring the learners the skills of negotiation which are very helpful for your business work.

**DAY 29****Lesson 25****SALES AND NEGOTIATIONS (Part 2)**

This lesson teaches the business aspect of sales and negotiations in more detail. This lesson would equip learners with more skills of negotiation and make your business work more successful.

**DAY 30****MINI TEST**

Finishing 5 lessons above and the test would help learners acquire broad and deep knowledge of accounts and payments as well as professional skills of negotiation which are very useful for your business work.

**DAY 31****Lesson 26****E-COMMERCE**

This lesson introduces the forms of online business. This lesson would bring learners the knowledge and skills of doing business using the supports of the Internet.

**DAY 32****Lesson 27****RISKS IN BUSINESS**

This lesson describes the risks which can occur to the company. With this lesson, learners would have skills to face and to overcome the risks in your company.

**DAY 33****Lesson 28****MANAGING CRISIS**

This lesson describes the crisis taking place in business. This lesson would bring learners the manners of managing and overcoming business crisis.

**DAY 34****Lesson 29****TAKEOVERS AND MERGERS**

introduces two amongst the company's forms, that is takeovers and mergers. With this lesson, learners would have the knowledge of how the companies operate in the forms of takeovers and mergers.

**DAY 35****Lesson 30****BUSINESS FUTURE**

indicates the future of the business. This lesson would bring the learners an outlook of business activities in the future.

**DAY 36****FINAL TEST**

This lesson lessons and the final test, learners would acquire professional knowledge of business activities. This would bring a big help in enhancing your English vocabulary and the communicative competence in business aspects which effectively supports your business work. This course also gives the learners useful skills which make you more successful in your life and work as well as more confident in communicating with people, particularly with your foreign partners.

● End of program