

## ENGLISH FOR PROFESSIONAL COMMUNICATION



THOMAS BRETT



January 17, 2024 (Wednesday) (Placement test)  
February 12, 14, 19, 21, 26, 28, March 4, 6, April  
15, 17, 22, 24, 29, May 1, 6, 8, 2024  
(Monday and Wednesday)



Placement test - RO 20 (+VAT@5%)  
Training - RO 320/- per level (+VAT@5%)



4 PM to 6 PM (Placement test)  
5 PM to 8 PM (Training)



CBFS, Boshar Hall

## Contents Highlights:

- **Level 1 (EPC1-STARTER)**

Roleplaying common company phone calls, producing emails to make requests, making and taking orders over the phone, making conversation with clients in a restaurant, arranging a meeting with customers, roleplaying interviews.

- **Level 2-PART I (EPC2A-ELEMENTARY A):**

Presenting your company, making arrangements over the phone, leaving voice messages, apologising, describing a trip.

- **Level 2-PART II (EPC2B- ELEMENTARY B):**

Presenting your company, taking part in a decision-making meeting, staying in a hotel, describing changes that you would make at work, organising a business trip.

- **Level 3 -PART I (EPC3A-PRE-INTERMEDIATE A)**

Simulation - networking, effective report writing, presenting your department, dealing with complaints in a solution-oriented way, taking part in a decision-making meeting.

- **Level 3-PART II (EPC3B-PRE-INTERMEDIATE B):**

Taking part in a decision-making meeting, mastering interrupting strategies, effective presentations, analysing and summarising visual charts and tables, predicting future trends in global markets.

- **Level 4-PART I (EPC4A- INTERMEDIATE A):**

Conducting a problem-solving meeting, effective note-taking, effectively managing video conferences, organising business agendas, effective email writing - plans, orders and exchanging information, negotiating contracts.

- **Level 4-PART II (EPC4B- INTERMEDIATE B):**

Conducting a problem-solving meeting, presenting - launching a new product, conducting an appraisal, effective email writing - plans, orders and exchanging information, negotiating contracts.





## Duration :

48 Hours per level to be covered in 16 classes of 3 hours each



## Methodology:

Participant-centred learning approach including: pair and group work, task-based learning, discussions, cases studies, quizzes, roleplays and simulations. Input using: textbook, slides, digital workbook, real-world industry specific texts.



## About the Trainer:

### THOMAS BRETT

A seasoned trainer with over 15 years of experience in corporate language and soft-skills training, communications training for academic purposes and academic management in Europe, East Asia and the Middle East. He has an MA in Communication and Applied Linguistics from Portsmouth University, UK and holds a Diploma in Teaching English as a Foreign Language from Cambridge University. He has delivered bespoke training courses for global companies such as Fiat Group, General Motors, Deutsche Bank and BP. He is a regular contributor to the Muscat ELTPN, where he shares his knowledge by leading 'train the trainer' conferences. Thomas is currently employed by CBFS, where he leads and lectures on the English for Academic Purposes Module.



**For registrations and enquiries, please contact:**

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