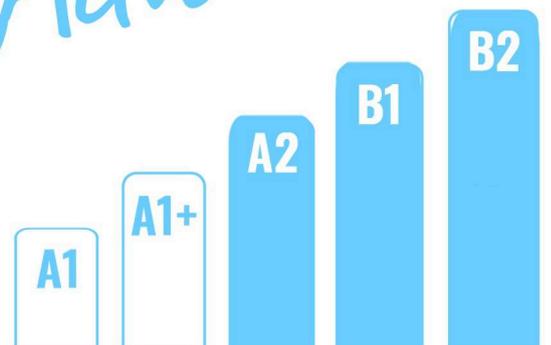




Business English

Mastering Business Presentation Skills

Intermediate - Advanced





Intermediate

Mastering Business Presentation Skills Course Outline

UNIT 5

The Question and Answer Session

Lesson 21 - Reporting Verbs.

Lesson 22 - How to Structure the Q&A Session of a Presentation.

Lesson 23 - Reported Speech.

Lesson 24 - Preparing the Presentation.

Lesson 25 - Let's Present!

UNIT 6

Reading and Understanding Data

Lesson 26 - Describing Images.

Lesson 27 - Describing Data and Numbers.

Lesson 28 - Describing Graphs.

Lesson 29 - Preparing the Presentation.

Lesson 30 - Let's Present!

UNIT 7

Essential Presentation Skills

Lesson 31 - Key Skills for a Successful Presentation.

Lesson 32 - Making Impact.

Lesson 33 - Make it Memorable!

Lesson 34 - Preparing the Presentation.

Lesson 35 - Let's Present!



Intermediate

Mastering Business Presentation Skills Course Outline

UNIT 8

Fears, Problems and Solutions

Lesson 36 - The Most Common Problems During a Presentation.

Lesson 37 - How to Overcome the Fear of Public Speaking.

Lesson 38 - Let's Summarise!

Lesson 39 - Preparing the Presentation.

Lesson 40 - Let's Present!