

Syllabus for British Chamber Of Commerce

3 hours

3 x 1 hour 3 times / week

1 week

The proposed curriculum will take place over one week totaling three hours of classroom time. The course will consist of **Business English for Networking and Socializing** for students of mixed ability, and will be an online course. There will be a strong emphasis on improving communication skills for business and social purposes. The main goal of this curriculum will be to improve the students' confidence and communication skills in order to be more effective at business networking, and as a result, more effective in their respective companies.

| Lesson | Focus | Aims/ Outcomes | Activities | Assessment/ Feedback |
|--------|------------------------------------|---|---|--------------------------------------|
| 1 | <u>Effective Small Talk</u> | <p><u>Students will be able to:</u></p> <ul style="list-style-type: none"> • Improve their networking small talk • Avoid inappropriate topics • Build better business relationships | <ul style="list-style-type: none"> • Students learn how to create a good atmosphere/vibe. • Students learn and practice effective situational openers for networking events. • Students discuss and practice appropriate and inappropriate conversation topics. • Students look at some good and bad examples of small talk situations and identify the differences. • Students role-play small talk scenarios in breakout rooms using different networking scenarios. | Formative based on role-plays |

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| 2 | <u>Business Networking Etiquette</u> | <u>Students will be Able to:</u> <ul style="list-style-type: none"> • Create a good first impression • Communicate effectively across different cultures • Effectively use internationally acceptable behavior • Effectively follow up on new contacts | <ul style="list-style-type: none"> • Students learn how to make a good first impression at networking events. • Students learn about different social faux pas and how to avoid them. • Students role-play business situations where cultural faux pas are common. • Students look at examples of good and bad handshakes and the psychology behind them. • Students learn how to correctly exchange contact details and follow up. • Students learn and practice how to diplomatically leave conversations at networking events. • Students role-play different business networking situations in breakout rooms. | Formative based on role-plays |
| 3 | <u>Conversation Strategies</u> | <u>Students will be Able to:</u> <ul style="list-style-type: none"> • Find useful business contacts • Build rapport • Introduce their company/product diplomatically and effectively • Use good body language and eye contact • Improve their active listening | <ul style="list-style-type: none"> • Students learn different conversation strategies to built rapport, build trust and instill confidence in their company/product. • Students learn and practice how to effectively introduce their company/product in to conversations. • Students learn the psychology of body language and eye contact in business networking and practice in breakout rooms. • Students look at how to be the most interesting person in the room and role-play some communication strategies in breakout rooms. • Students use all the information they have learned for a final role-play in breakout rooms. | Formative based on role-plays |