

# PROFESSIONAL & BUSINESS ENGLISH

at GLTT

## LEVEL: B2

### ACCESSIBLE AFTER FINISHING

- a B1-level
- MODULE 12 (GLTT)
- an entrance level test (GLTT)

## WHAT IS THE COURSE ABOUT?

- Developing skills (speaking, listening, writing and reading) in a job-related context
- Learning the necessary vocabulary to be able to work in an international environment or to communicate in English in a business environment

## WHO IS THE COURSE FOR?

- Everyone who needs or will need English in their job
- Students who get or will get business-related courses in English
- Everyone who wants to improve their career opportunities

## TWO MODULES:

- PBE 09
- PBE 10

# MODULE 1 (PBE 09)



- participating in meetings and writing the minutes of a meeting
- talking about marketing and advertising campaigns
- informing and advising customers about products and prices
- dealing with enquiries, quotes, invoices and transport documents for a sales, purchasing or logistics department
- company profiles, sectors, job descriptions

## MODULE 2 (PBE 10)



- explaining or understanding production processes
- dealing with stock inventory
- dealing with complaints (oral and written)
- writing an application letter and CV
- preparing and training for job interviews
- conducting job interviews
- understanding health and safety regulations

***This module is only accessible for students who successfully finished Pb2 or passed an entry test!***