

## Sample Course Outline

# Business Meeting Skills for Non-Native English Speakers



This outline is designed to be flexible and can be adapted to match the learner's particular needs as they arise throughout the programme.

- Session 1.** Short presentation. Discussion of problems. Summarise orally conclusions reached. Concentrate on pace – i.e. slowing down, listening to oneself, correct breathing.
- Session 2.** Building your argument to convince and motivate your listeners. Persuasion and overcoming resistance. Using skilful questioning to defuse objections.
- Session 3.** Reading – text from *Trade Magazine*/newspaper article. Discuss content and language. Reading aloud – checking for chunking/when to breathe. Role-play. Stress pitch, especially upper registers.
- Session 4.** Practise speaking/reading, looking at final consonants/elision – smooth linking of sounds. Reading text on Company. Look at language. Discussion. Listen to *audio clips* – try to imitate phrases.
- Session 5.** Presentation. Record and listen. Identify difficult words/letter combinations. Practise. Article on industry/finance – discuss, summarise orally.
- Session 6.** Combat lack of self-confidence. Role-play - Actor playing part of confident speaker. Coach is the humble and admiring reporter. Improving listening skills.
- Session 7.** Presentation – how not to do it. Work on emphasis. Article – discuss. Summarise orally/in writing
- Session 8.** Role-play. Then prepare for writing follow-up letter.
- Session 9.** Presentation. Life in the UK? Record>listen>assess progress.
- Session 10.** *Learner Counselling Session*
- Session 11.** Reading expressively, considering pace, pitch, emphasis etc. Article – discuss language, vocab.>writing.
- Session 12.** Meetings. Text +listening. Using information from latter, give short talk – How to hold a successful meeting. Record>listen>assess progress.
- Session 13.** Pitfalls of International Meetings – Discuss main points > summarise in writing.

- Session 14.** Presentation (recorded) – Explaining learner’s pronunciation/speaking problems, giving examples and attempting to correct.
- Session 15.** Role-play in which coach speaks and learner attempts to interrupt, using assertive language. Discussion of appropriacy.
- Session 16.** Reading. Article – finance. Vocabulary and language. Discussion.
- Session 17.** Presentation (recorded) on subject of current work – persuading young people to consider a career in the industry. Use persuasive language, express enthusiasm – therefore, emphasis, pitch etc.
- Session 18.** Listening to radio talk. Discuss. Try to imitate pitch/intonation etc.  
Summarise orally/in writing
- Session 19.** Prepare presentation for last class. Go over all points discussed during course/habits broken and new habits formed etc.
- Session 20.** Presentation – record – discuss.