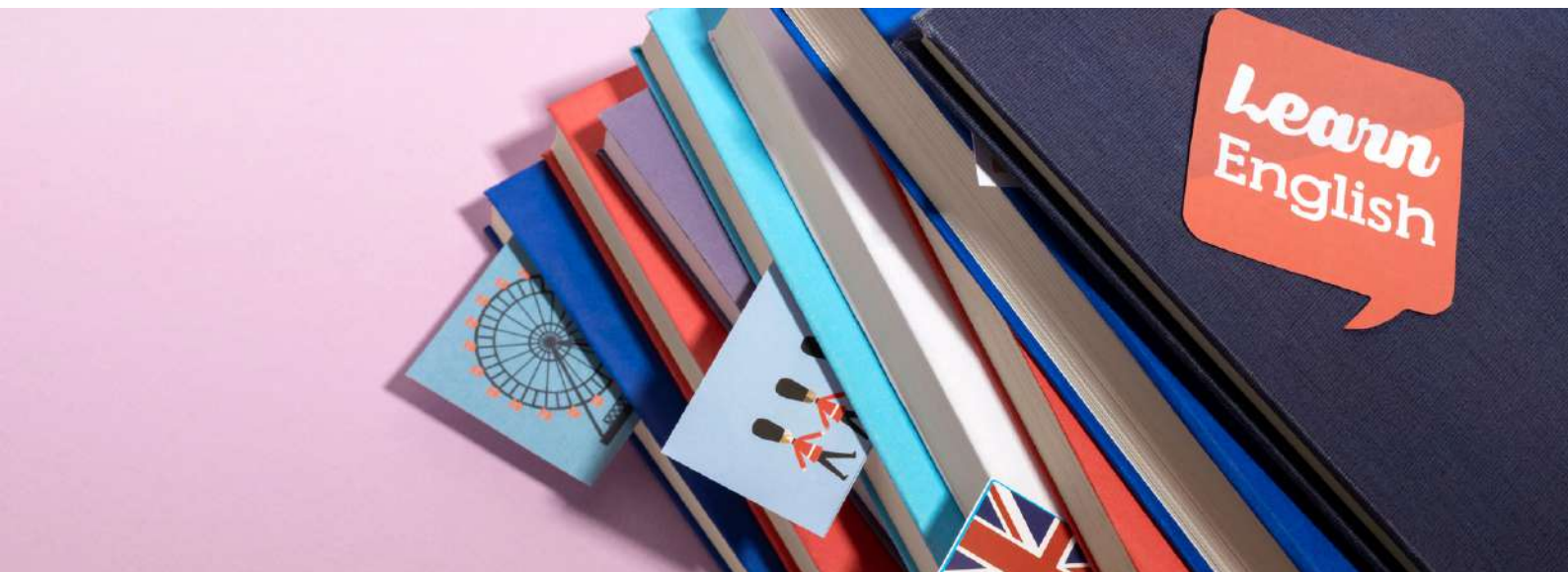


# CURSO

## AI EMPOWERMENT, MOTIVATION AND LEADERSHIP

### 30 Horas



## OBJETIVOS

In this course students are introduced to the typical language used when doing business in English. With lessons on essential vocabulary, grammar and types of correspondence, as well as ways to describe an organisation. There is also an introduction to internal communication with a focus on reports and memos.



## CONTENIDOS

- Unit 1. The Language of Business
- Unit 2. Organising meetings
- Unit 3. Introduction to business correspondence
- Unit 4. Memos and reports
- Unit 5. Company Structure
- Unit 6. False friends and misunderstandings
- Unit 7. Revision

**ESTE CURSO ONLINE ES BONIFICABLE: ¡CONSÚLTANOS!**

