

English for Business and Communication Skills

Vocational English for refugees and migrants

On this course, learners acquire the communication skills and professional English they need to succeed in UK workplaces – and the confidence to perform at the level their experience and qualifications deserve.

Many refugees and migrants are skilled professionals but are held back in their careers by a lack of business English and unfamiliarity with UK workplace culture and communication norms.

Developing strong professional communication skills not only transforms learners' careers, but also their sense of belonging. It enables them to contribute fully to their workplace, their community and their adopted country.

Sample course modules

- ✓ Understanding and using professional business vocabulary in context
- ✓ Writing clear, effective workplace communications (emails, reports, summaries and proposals)
- ✓ Developing confident presentation and meeting skills
- ✓ Negotiating, persuading and handling difficult conversations professionally
- ✓ Listening and speaking skills for workplace scenarios
- ✓ Understanding UK workplace culture, etiquette and communication styles
- ✓ Grammar and structure for clear, professional writing
- ✓ Reading and interpreting business documents and correspondence
- ✓ Participating effectively in interviews, appraisals and team discussions