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## Business Communication Skills

Delivery Method	:	Classroom (English)
Fee	:	Available on Request
Location	:	PetroTalent, Pune, INDIA
Seats	:	15
Duration	:	3 days

### Course Information

#### Objective:

Delegates attending this training programme will improve their English proficiency to work in an office environment or prefer managerial level work. Emphasis on vocabulary expansion and skill acquisition.

#### Training Outline

Business language-what's in and what's out  
E-mail communication  
Evaluation and feedback  
Overview of grammar  
Business writing-letters, memos, reports, minutes  
Five 'C's of communication  
Common scenarios

**Practical hands-on training.**

**A complete set of course material is included.**

## Training Venue

The course will be held at a PetroTalent less than a 5 minute drive, or within walking distance, to the hotel(s) listed below.

## Accommodation:

PetroTalent is equipped with excellent guest house facility for outstation candidates at very reasonable rate. For more details contact [sharad.petrotalent@gmail.com](mailto:sharad.petrotalent@gmail.com).

Batch Dates : Available on Request