



## Executive Master's Degree

## Advanced English for Business

» Modality: online

» Duration: 12 months

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

Website: www.techtitute.com/us/school-of-business/professional-master-degree/master-advanced-english-business

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# 01 **Welcome**

English is the universal language of business. But this field requires a complete proficiency in the language, a fluent use of specific terms and a precise knowledge of international communication protocols. Having the necessary linguistic tools to make transactions with companies from other geographical areas is essential to expand the company and reach new commercial agreements. For that reason, this program offers the necessary knowledge to be able to establish business relationships using advanced English and achieve success. Thanks to this program, the great business centers of the world, such as the City of London, Wall Street or the Shinjuku district in Tokyo can be within reach of its students.









## tech 08 | Why Study at TECH?

#### At TECH Technological University



#### **Innovation**

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



#### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



#### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

100,000+

200+

executives trained each year

different nationalities



#### **Empowerment**

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

500+

collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



#### **Multicultural Context**

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



#### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH you will have access to Harvard Business School case studies"

#### Why Study at TECH? | 09 **tech**

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



#### **Analysis**

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



#### **Academic Excellence**

TECH offers students the best online learning methodology. The university combines the Relearning methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



#### **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





## tech 12 | Why Our Program?

This program will provide students with a multitude of professional and personal advantages, particularly the following:



#### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of participants achieve positive career development in less than 2 years.



## Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.



#### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



#### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



#### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



#### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.



#### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



#### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to train with a team of world renowned teachers.





## tech 16 | Objectives

TECH makes the goals of their students their own goals too. We work together to achieve them.

This Executive Master's Degree in Advanced English for Business will enable students to:



Solve demanding communicative tasks and perform the complex functions of such tasks, both in the work environment and in everyday situations



Use the necessary linguistic resources to handle complex communication situations in the work environment



Interact and express yourself in these situations independently and appropriately, using standard spoken language





Define the most relevant social aspects of everyday life situations and recognize the most common forms of social relationships



Develop resources and tools that enable them to assess and improve their own learning and use of the language



Understand vocabulary related to skills useful for a job position



Be able to communicate fluently in a job interview and be familiar with the typical basic and common vocabulary related to educational background, job position and work experience





React fluently to any type of difficult question that may be asked



Use formal expressions in conversations with strangers in a work environment



Distinguish between Legal Terminology and its Context



Communicate Legal Concepts and Information with Confidence and Fluency



Elaborate various types of formal texts useful in a work context



Handle a multicultural work environment with ease





Understand and use appropriate formal expressions when in contact with people from different cultural backgrounds



Have a good command of the specific structures of different types of texts



Be able to distinguish and adapt to changes in linguistic register



Talk about more abstract concepts related to the world of work and express their opinion in an elaborated and coherent way





Be able to use digital tools in a foreign language to enhance the development and success of the company



Analyze and synthesize visual information and present results and summaries orally



Produce complex and detailed oral texts taking into account differences in register









Manage a wide repertoire of vocabulary and expressions related to the most common situations and functions



Achieve control of linguistic resources, with the possible systematic errors typical of the level



Express yourself clearly and without being obvious that you have to limit what you want to say in your work and personal interactions





Have enough linguistic elements to make clear descriptions, express points of view and develop arguments in the business context, using a few complex sentences and without making it too obvious that you are looking for the words you need



Identify and grasp the communicative intent, main ideas, and overall meaning of oral messages on curriculum topics, delivered in direct communication situations in work and interpersonal contexts, at an advanced speaking speed, with clarity and with possible repetitions or clarifications



Capture the overall meaning or confirm predictable details in complex messages dealing with both concrete and abstract topics, delivered in good acoustic conditions, at standard speed, with clarity, pauses, and with possible repetitions provided they are within their field of expertise



Make comprehensible, appropriate, and coherent interventions, related to the immediate communication needs foreseen in the curriculum





Use a wide linguistic repertoire, with good grammatical and lexical control, with few pauses, rephrasing, gestures and graphic support in oral presentations



Be able to interact with native speakers with a sufficient degree of fluency and naturalness, so that communication is effortless for the interlocutors



Participate, react, and cooperate independently and appropriately in conversations related to the most common communication situations in the curriculum



Be able to produce clear and detail oral discourse on various topics detailed in the curriculum, as well as to defend a point of view on general topics, indicating the pros and cons of different options



Write different textual genres that emphasize the importance given to certain facts and experiences



Write clear and detailed texts on a wide range of topics related to personal and professional interests



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Be able to write emails, letters, forms, analyses, or reports conveying information or proposing reasons that support or refute a particular point of view



Read articles and reports related to problems described in the curriculum in which specific positions or points of view are taken



Understand the main ideas and overall meaning of different types of texts on the topics of the curriculum, written in situations of direct communication in work, and interpersonal contexts



Recognize and use the most usual forms of social relations and treatment, within a standard and formal register In social contacts, recognize and use the usual forms of address used to satisfy different communicative functions





Be able to express oneself with conviction, clarity, and courtesy in a formal or informal register that is appropriate to the situation and the person or persons involved in the contexts identified in the curriculum



Become familiar with the most relevant socio-cultural aspects of everyday life situations, as well as with those related to their own field, which will result in the adaptation of their behavior to these situations and in the understanding or adequate use of the lexicon and functional exponents



Understand the behaviors and values that are different from one's own and that underlie the most evident and everyday socio-cultural aspects.





### tech 28 | Structure and Content

#### **Syllabus**

English moves the world. People from different parts of the world communicate thanks to this language in various forms of interaction through social networks, live through streaming services, in forums, international media or to do different types of business on very diverse platforms. It is, therefore, a fundamental means of communication around the world.

To establish any type of economic relationship or international transaction, it is also necessary to be fluent in English. Moreover, it is not just any English, but a specialized business English, since there is a specific vocabulary and rules of protocol and communication that must be strictly followed to achieve the proposed objective in each case.

For this reason, an education particularly applied to this professional field is needed so that students can communicate with managers, businessmen and professionals from all over the world in an appropriate way. To respond to this need, TECH has designed this Executive Master's Degree in Advanced English for Business.

This program, made up of 10 modules of 10 subjects each, offers all the necessary knowledge to speak fluent English adapted to every communicative situation that may arise in the business world. Thanks to its innovative teaching methodology, based on distance learning, this program turns students into true experts in the language applied to business

This Executive Master's Degree takes place over 12 months and is divided into 10 modules:

Module 1.	Introducing Yourself and Your Skills
Module 2.	Job Interviews, Educational Background and Work Experience
Module 3.	Legal English
Module 4.	Job description and work environment
Module 5.	Writing Techniques in Formal Language
Module 6.	Formality and forms of expression in person, on the phone and online
Module 7.	Business Presentation Techniques
Module 8.	Business English
Module 9.	Networking, Social Networks, and intercultural communication
Module 10.	Incident Resolution and Interdepartmental Communication



#### Where, When and How is it Taught?

TECH offers the possibility of completing this Executive Master's Degree in Advanced English for Business completely online. Throughout the 12 months of the educational program, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

## tech 30 | Structure and Content

Mod	<b>ule 1.</b> Introducing Yourself and Your Sk	ills					
1.1.	Detailed Personal Introduction	1.2.	Personal Strengths	1.3.	Weaknesses and Area for Improvement	1.4.	Free Time and Hobbies in Detail
1.5.	Likes and Dislikes	1.6.	Personal Routines	1.7.	Detailed Descriptions of Work Routines	1.8.	Useful Skills for the Position
1.9.	Detailed Explanations and Descriptions of Future Projects	1.10.	Formality When Starting a Conversation				
Mod	<b>ule 2.</b> Job Interviews, Educational Back	arouna	and Work Evnerience				
IVIOU	uic 2. 300 interviews, Laucational Dack	ground	a and work Expendice				
2.1.	Your Resume in English and Cover Letter Preparation	2.2.	Secondary and Higher Education	2.3.	Interview Formality	2.4.	Developing a Conversation with the Interviewer
2.5.	Detailed Job Description		and Work Environment	2.6.	Tasks and Vocabulary Related to the Position	2.7.	Job-Related Skills
2.8.	Academic and Work Preferences	2.9.	Discussing Work Experience in Detail	2.10.	Trick Questions in an Interview		
Mod	<b>ule 3.</b> Legal English						
Mou	ule 3. Legal Eligiisii						
3.1.	Recruitment and The Human Resources Department	3.2.	The Practice of Business Law	3.3.	Specific and Detailed Legal Terminology in the Sale of Goods and Services	3.4.	Advanced Intellectual Property Terminology
3.5.	Competition Law and Terminology	3.6.	Transnational Trade Laws in Detail	3.7.	Detailed Drafting of Agreements, Rules and Demands	3.8.	Non-Compliance with Regulations and Laws: Fines
3.9.	Types of Commercial Companies	3.10.	Detailed Application and Forms for Licenses and Authorizations				

Module 4. Job description and work environment							
4.1.	Starting in a New Job: Cross- Cultural Onboarding	4.2.	Formal Greetings and Farewells	4.3.	Complex Tasks in a New Job	4.4.	Probation and Training Period
4.5.	Complex and Detailed Descriptions of Duties and Obligations at Work	4.6.	Describe your Job and Co-workers in Detail	4.7.	How to Paraphrase Complex Ideas	4.8.	Complexity of the Working Environment and Socio- Environmental Factors
4.9.	Complex Collaboration Strategies and Teamwork	4.10.	Error Management and Frustration Tolerance				
				_		_	_
Mod	ule 5. Writing Techniques in Formal La	inguag	e				
5.1.	Detailed and Complex Formal Mails	5.2.	Detailed Request for Quotations	5.3.	Preparation of Quotations	5.4.	Make, Change and cancel Appointments by Mail or by Phone
5.5.	Elaboration of a Detailed and Complex Description of a Product or Service	5.6.	Complex Procedures for Sending Information About a Product or Service	5.7.	Detailed and Complex Procedures for Delivery or Return in Writing	5.8.	Detailed Drafting of Letters of Complaint and Formal Complaints
5.9.	Responses to Formal Complaints	5.10.	Preparation of Detailed Reports				
Mod	ule 6. Formality and forms of expression	on in p	erson, on the phone and online				
6.1.	Differences in Register and Tone in a Complex Direct Contact	6.2.	Differences in Register and Tone in an Extended Telephone Contact	6.3.	Detailed Vocabulary on the Telephone	6.4.	Phrasal Verbs on the Telephone
6.5.	Differences in Register and Tone in a Large Online Contact	6.6.	Vocabulary in Extensive Online Contact	6.7.	Phrasal Verbs Online	6.8.	Answering Complex and Detailed Complaints in Direct Contact
6.9.	Answering Complex and Detailed Complaints in Phone Contact	6.10.	Answering Complex Complaints in Online Contact				

## tech 32 | Structure and Content

Mod	Module 7. Business Presentation Techniques							
7.1.	Resources for Complex and Detailed Business Presentations	7.2.	Phrasal Verbs for Challenging Business Presentations	7.3.	Complex and Detailed Vocabulary in Business Presentations	7.4.	Analysis of Complex Figures and Data in Challenging Business Presentations	
7.5.	Analysis and Description of Multiple and Complex Graphs	7.6.	Complex Analysis and Detailed Description of Extensive Reports	7.7.	Detailed and Complex Analysis and Description of Goods and Services	7.8.	The empresarial commitment	
7.9.	Extensive Communication Strategies with Your Audience	7.10.	Non-Verbal Communication					
Mod	ule 8. Business English							
8.1.	Forms of Work and Multicultural Companies	8.2.	Organization: Freelancers and Companies	8.3.	Definitions, Descriptions and Analysis of Business Success	8.4.	Development Process	
8.5.	Materials and Suppliers	8.6.	Corporate Culture on Social Networks	8.7.	Innovation and Investments	8.8.	Products and Brands	
8.9.	Business Philosophies	8.10.	Markets and Competitors					
Mod	ule 9. Networking, Social Networks, and	d Inter	cultural Communication					
9.1.	Companionship and Out-of-Hours Contact	9.2.	Challenging and Complex Work in Multicultural Teams	9.3.	Complex and Challenging Communicative Differences According to Linguistic Regions	9.4.	Complex Corporate Advertising Campaigns on Social Networks	
9.5.	Analysis of Detailed Business Publications on Social Networks	9.6.	Complex and Challenging Cross- Cultural Communication Barriers	9.7.	Using Social Networking Sites to Promote Goods and Services	9.8.	Advantages of a Good Working Atmosphere	
9.9.	Description and Analysis of the Disadvantages of a Bad Working Environment	9.10.	Restrictions and Detailed Business Rules with regard to Interpersonal Issues					

Module 10. Incident Resolution and Interdepartmental Communication								
10.1. Departments and Specialized Positions in a company	10.2. Complex Responsibilities and Duties of Departments and Positions	10.3. Hierarchies in the Workplace	10.4. Types of Complex and Detailed Incidents and Complaints					
10.5. Addressing and Resolving Complex and Detailed Incidents and Complaints	10.6. Unilateral Communication in the Business Environment and its Advantages	10.7. Bilateral Business Communication and its Advantages	10.8. Voluntary Resignations and Vacation Requests					
10.9. Medical and Maternity/Paternity Leave	10.10. Warning and Dismissal Procedures							





This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.



### tech 36 | Methodology

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

# tech 38 | Methodology

### Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



## Methodology | 39 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

# tech 40 | Methodology

This program offers the best educational material, prepared with professionals in mind:



### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### **Classes**

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



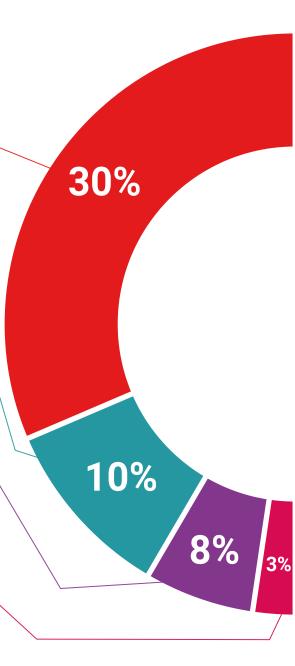
### **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

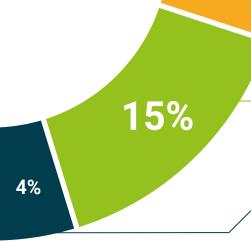


This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

### **Testing & Retesting**

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We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.

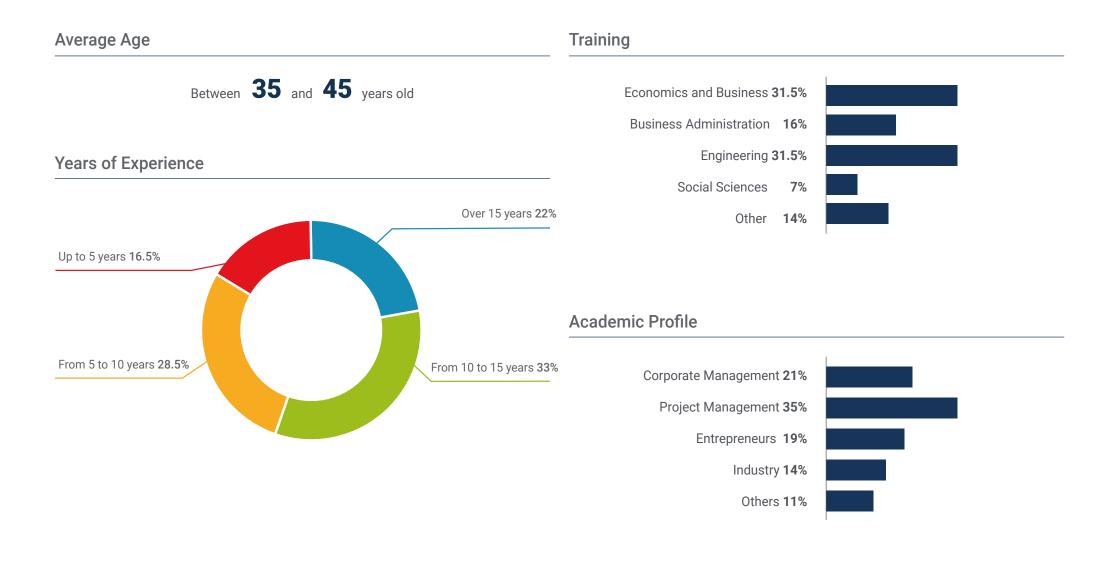


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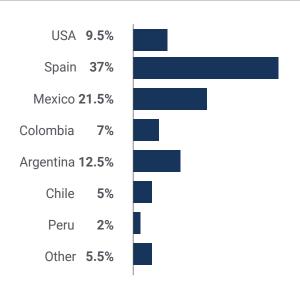




# tech 44 | Our Students' Profiles



### **Geographical Distribution**





# **Antonio Lozano**

CEO

"In order to move your company forward, it is not enough to offer a good product and take care of all the details: you have to do everything necessary to expand internationally. This Executive Master's Degree from TECH taught me advanced English and thanks to it my company now has a presence in several countries in three different continents. It is a program that I would recommend to all people who want to get new opportunities for their companies"





# Are you ready to take the leap? Excellent professional development awaits you

TECH's Executive Master's Degree in Advanced English for Business is an intensive program that prepares students to face business challenges in the international business environment. The main objective is to promote personal and professional growth. Helping students achieve success.

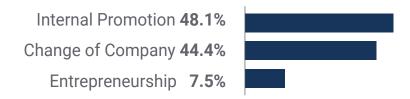
You are ambitious and know that speaking English fluently will help you achieve your goals.

Your company will open up to new countries and establish interesting business relationships thanks to this Executive Master's Degree.

### When the change occurs



### Type of change



### Salary increase

This program represents a salary increase of more than 22.86% for our students.

Salary before **\$61,000** 

A salary increase of

22.86%

\$75,000





# tech 52 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



### **Intellectual Capital and Talent Growth**

Professionals will bring to the company new concepts, strategies and perspectives that can bring about relevant changes in the organization.



# Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.



### **Building agents of change**

They will be able to make decisions in times of uncertainty and crisis, helping the organization to overcome obstacles.



### Increased international expansion potential

Thanks to this program, the company will come into contact with the main markets in the world economy.





# **Project Development**

Professionals can work on a real project or develop new projects in the field of R&D or business development of their company.



# Increased competitiveness

This Executive Master's Degree will equip students with the skills to take on new challenges and drive the organization forward.







# tech 56 | Certificate

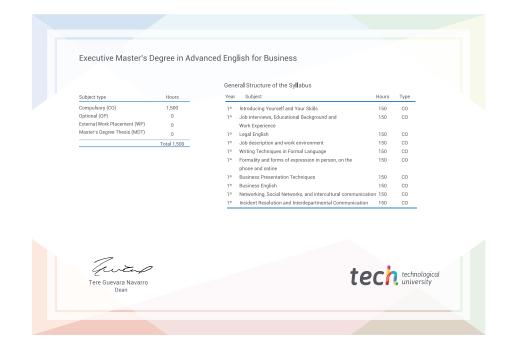
This **Executive Master's Degree in Advanced English for Business** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Executive Master's Degree** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Executive Master's Degree, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: Executive Master's Degree in Advanced English for Business Official N° of Hours: 1,500 h.





<sup>\*</sup>Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



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