Postgraduate Diploma
Business English

tech *technological university*

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Postgraduate Diploma
Business English

- » Modality: **online**
- » Duration: **6 months**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

Website: **www.techtitute.com/us/school-of-languages/postgraduate-diploma/postgraduate-diploma-business-english**

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Introduction

Companies are looking for highly qualified professionals for their workforces, who are competent in their field and have extensive experience. But, nowadays, it is just as important to demonstrate that you have a high level of English. Knowing languages opens the doors to a competitive and globalized labor market, so this skill should should feature on your resume and be demonstrated through interviews and everyday life. This TECH program meets the need of many professionals who have a language handicap, so that they are able to develop the skills that enable them to communicate fluently in English.

Improve your level of English and gain access to positions of more relevance where you will have to demonstrate your communication skills in English"

Knowing English is one of the main skills required by all employers, especially among staff who have to deal with the public or conduct business in international environments, partners or suppliers, for example. However, for many, English is still a pending subject and their knowledge does not go beyond what they have learned in school, which takes away the confidence needed to speak in public.

In this respect, TECH has identified the existing need to improve English levels among professionals, who, even if they have previous knowledge of the subject, feel unable to participate in job interviews in English, therefore missing out on multiple job opportunities, or perhaps not taking on more responsibility in their current jobs, and not attending meetings or conferences held in English. That is why the Postgraduate Diploma is offered as a useful guide for becoming familiar with the language, thanks to which the student will acquire a basic knowledge of English that will enable him/her to participate in job interviews, join international teams or even handle the most precise business English terminology.

This program will also enable students to acquire the necessary skills to access jobs in other countries, as they will have the fluency to speak confidently to native speakers, which, in turn, will help them to improve their level ever easily. Specifically, this Postgraduate Diploma is offered in a 100% online format and is aimed at an audience with level A2 in English. However, thanks to its multiple theoretical and practical resources, and the lessons with native teachers, in a short time the student will develop the skills to reach level B1.

This **Postgraduate Diploma in Business English** contains the most complete and up-to-date program on the market. Its most notable features are:

- Practical case studies presented by English teachers
- The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- Practical exercises where the self-assessment process can be carried out to improve learning
- Special emphasis on innovative methodologies for teaching languages
- Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- Access to content from any fixed or portable device with an Internet connection

If you work in an international company and are afraid to participate in meetings held in English, don't worry, this program will give you the confidence and knowledge to do so"

"

A program that responds to the needs of students who want to learn English in order to be fluent in their work environment"

TECH provides you with a multitude of theoretical and practical resources that will be very useful for improving your English level.

The best native teachers will show you the keys to learning English easily.

Its teaching staff includes native English teachers, who bring to this program the experience of their work, as well as recognized specialists from leading societies and prestigious universities.

Its multimedia content, developed with the latest educational technology, will provide professionals with situated and contextualized learning, that is, a simulated environment that will provide immersive study set up to train them in real-life situations.

This program is designed around Problem-Based Learning, whereby the student must try to solve the different professional practice situations that arise throughout the program. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

Objectives

The main aim of this Postgraduate Diploma at TECH is to ensure students acquire a basic level of English that will enable them to function successfully in both written and spoken business environments. To this end, students are offered a top level program, which demonstrates the most common expressions for conversations at work, as well as the most useful concepts for different work settings.

"

Improve your English and use it successfully in business environments"

General Objectives

- Solve basic and simple communicative tasks in order to carry out their functions, both in a work environment and in everyday situations

- Interact and express oneself in these situations, independently and appropriately in standard language, in both written and spoken communication

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

- Use the linguistic resources required to manage in workplace communication situations

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

- Be able to understand the main points of clear texts in standard language texts if they deal with familiar matters, whether in work or personal situations

- Know how to cope in most of the situations that may arise in the workplace where English is used as the lingua franca

- Be able to produce simple and coherent texts on topics that they are familiar with in the work or in which they have a personal interest

- Be able to describe work experiences, events, wishes and aspirations, as well as briefly justify their opinions or explain their work plans

Specific Objectives

Module 1. Job Interviews, Educational Background and Work Experience

- Be able to speak in a general way about their professional and academic career, including explanations using the past, present and future
- Be able to communicate fluently in a job interview and be familiar with the typical basic and common vocabulary related to their educational background, job position and work experience
- Be able to react appropriately to common and routine questions you may be asked
- Use some discursive resources that help you avoid mental blocks when you forget something

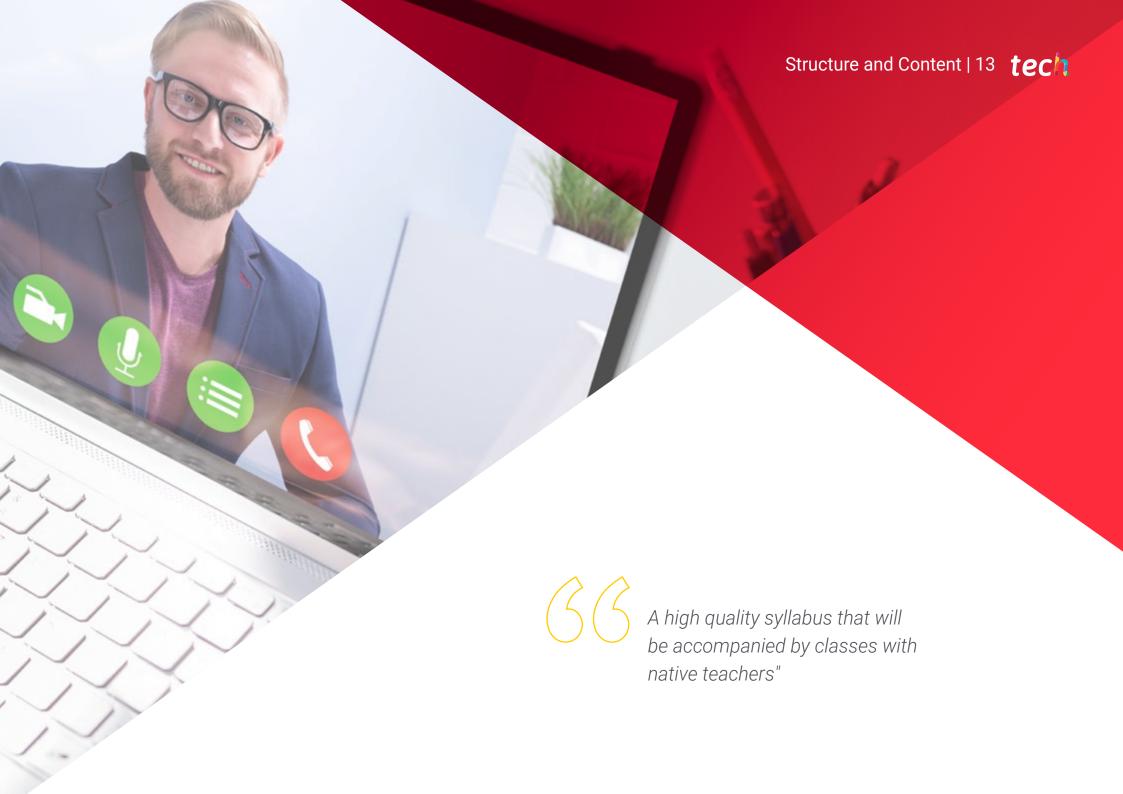### Module 2. Job description and work environment

- Be able to understand and express yourself in a multicultural work environment as long as standard language is being used
- Understand and know how to use certain formal expressions, appropriate when communicating with people from different cultural backgrounds
- General description of simple tasks associated with a new position
- Use some modal verbs and expressions of modality
- Be able to use a limited vocabulary related to personal and work characteristics of co-workers

Module 3. Business English

- Be able to talk about more abstract concepts related to the world of work and express opinions in a simple and understandable way
- Show a good command of the lexicon related to their field of work, fluently making use of simple structures
- Recognize and distinguish conceptual differences and express them clearly
- Develop the confidence to deal with people and issues related to the business world
- Understand common business expressions and solutions to common problems at in the workplace using simple expressions
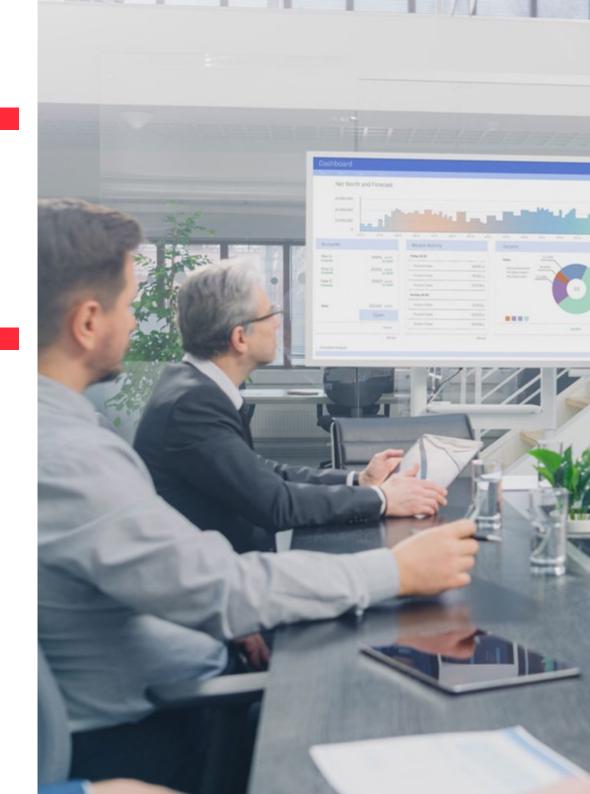
Develop the necessary skills to successfully pass job interviews in English"

03
Structure and Content

TECH's Postgraduate Diploma in Business English has been designed by a team of native teachers who understand students' needs when seeking to improve their level of English for the workplace. To this end, the syllabus includes concepts and strategies to be used in job interviews, as well as the most appropriate content for handling a new job, and business English in different environments. All this is achieved through simple language, adapted to A2 level of knowledge.

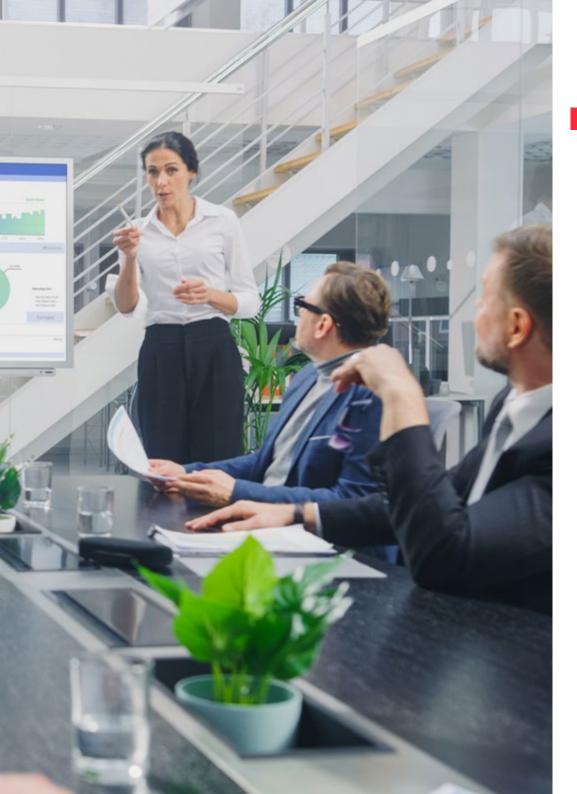*A high quality syllabus that will be accompanied by classes with native teachers"*

Module 1. Job Interviews, Educational Background and Work Experience

1.1.   Your Resume in English and Cover Letter Preparation
1.2.   Secondary and Higher Education
1.3.   Interview Formality
1.4.   General Conversation with the Interviewer
1.5.   Introduction to Job Descriptions
1.6.   Tasks and Vocabulary Related to the Position
1.7.   Job-Related Skills
1.8.   Academic and Work Preferences
1.9.   Speaking Simply About Work Experiences
1.10. Speaking Simply About Personal Experiences

Module 2. Job description and work environment

2.1.   Starting in a New Job: Cross-Cultural Onboarding
2.2.   Formal Greetings and Farewells
2.3.   Simple Tasks in a New Position
2.4.   Probation and Training Period
2.5.   Simple Descriptions of Job Duties and Obligations
2.6.   Physical Description of the Workstation
2.7.   How to Paraphrase Simple Ideas?
2.8.   Introduction to the Work Environment and Socio-environmental Factors
2.9.   General Notions on Collaboration and Teamwork
2.10. Error Management and Frustration Tolerance

Module 3. Business English

A unique opportunity to improve your level of English and successfully make your way in the business world"

04
Methodology

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.

"Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program, students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.

Optimal decision

Patient Values

Research Evidence

Clinical Data

It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.

" *Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method.*

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.

2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.

3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.

4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.

Relearning Methodology

At TECH, we enhance the Harvard case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. 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

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.

"The overall score obtained by our learning system is 8.01, according to the highest international standards"

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

Study Material

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

These contents are then adapted in 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.
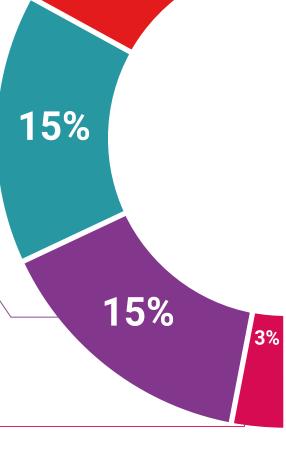
Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, students can watch them as many times as they want.

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".

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.

20%

15%

15%

3%

20%

17%

7%

3%

Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.

Testing & Retesting

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.

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.

Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.

05

Certificate

This Postgraduate Diploma in Business English guarantees students, in addition to the most rigorous and up-to-date education, access to a University Postgraduate Diploma issued by TECH Technological University.

Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork"

This **Postgraduate Diploma in Business English** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Diploma** issued by **TECH Technological University** via tracked delivery*.

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

Title: **Postgraduate Diploma in Business English**

Official Nº of Hours: **450 h.**

tech technological university

Awards the following
DIPLOMA
to
Mr./Ms. _____, with identification number _____.
For having passed and accredited the following program

POSTGRADUATE DIPLOMA
in

Business English

This is a qualification awarded by this University, equivalent to 450 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

This qualification must always be accompanied by the university degree issued by the competent authority to practice professionally in each country.   Unique TECH Code: AFWORD23S   techtitute.com/certificates

*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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