

## Tailor-made business language courses

Commerce Talen is specialised in language courses for businesses. We provide tailor-made trainings and workshops that are fully adapted to your function, your wishes, and your learning goals. We build on the 'language' of your company and the business sector. The language trainer always augments the course book with materials and information from your own company. Corporate information is treated confidentially and used only for the purpose of the language course.

### What you will learn

You will learn whatever you need to maintain pleasant and effective relations with your international business partners. The language trainer will hold an intake interview with you to determine your entry level, your wishes, and which skills should be addressed by the course. For example:

<b>Speaking</b>	getting acquainted, requesting information, acquisition, guided tour, telephoning, presenting your company, presenting your product, discussions, meetings, negotiations, conference call, placing orders, purchasing, selling, quotations, social talk, relating to customers, complaint processing, exchanging technical data, explaining processes, expanding your vocabulary with professional jargon, logistical, financial, commercial, legal or medical terminology
<b>Reading</b>	emails, reports, contracts, websites, brochures
<b>Writing</b>	emails, letters, contracts, quotations

### Language trainings

You can improve your language skills with the corporate **Flex** training of (e.g.) 16 x 2.5 hours a week or with an **Intensive** training of 35 hours in one week. Are you looking to swiftly improve your skills in presenting, meetings, telephoning or writing? Then participate in a **workshop** of one or several days.

### Result

You can express yourself more clearly and more effectively in the foreign language. With more assurance, conviction and confidence. Your listening skills have improved and your vocabulary has expanded. You are familiar with the business culture and customs, so you can interact more smoothly with your business partners.

### Languages

Flex training: French, German, English, Spanish, Italian, Dutch, Greek, Hungarian, Portuguese, Danish, Finnish, Norwegian, Swedish, Polish, Czech, Russian.



## Professional approach

We use the European reference **framework** with six levels of language skills:

Basic user		Independent user		Proficient user	
<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
beginner	"survival level"	intermediate	upper intermediate	advanced	mastery

To advance from one level to the next requires around 40 lesson hours. We guarantee that, assuming sufficient application and attendance on your part, you will achieve the desired level.

Inquire after our language courses, without any commitment. Phone or email us, or contact us via our website.



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Commerce Talen looks forward to serving you.

*Learn better, learn from us !*

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