



# Get with D' ACT **BUSINESS ENGLISH**

MASTER ENGLISH;  
TAKE ON THE WORLD.



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*MASTERY OF ENGLISH OPENS UP A WORLD OF COMMUNICATION, CULTURE, & COMMERCE.*

## **BUSINESS ENGLISH SEMINAR - - - - X**

Welcome to Get with D' ACT: Business English! This month-long seminar, hosted on four consecutive Saturdays, will teach you all of the necessary skills for communicating in a global business environment, from networking and making new connections, to staying in touch, making proposals, giving presentations, and closing the deal!

As a bonus, you may attend a fifth day, in which we focus on writing reports and fine-tuning your professional vocabulary and grammar.

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**“The limits of my language are the limits of my world.”**

**-Ludwig Wittgenstein**

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## **TAKE FLIGHT WITH A NEW CONFIDENCE IN COMMUNICATING. - - X**



Our specialized instructors are young and vibrant and yet have more than a decade of combined experience teaching English in the Philippines in a variety of corporate settings. They will enable you to communicate with confidence in today's global business culture, handing you the tools to express yourself with ease in both formal and informal meetings with your worldwide clientele.

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## CURRICULUM OUTLINE - - - - X

During our Business English Seminar, we will focus on the five core areas of communication in the business world.

- 1. Making connections:** Business does not exist without networking, and often your company is only worth as much as your connection. How do you grow your business? By making more connections! The first day of our seminar will focus on breaking the ice, first by giving you the language tools to make a confident introduction, and then by providing plenty of opportunities to practice, practice, practice, both with your fellow students and your native-speaking instructors.
  - 2. Staying in touch:** whether it's a brief follow-up email, a text message, or a phone call, new connections must be nurtured into mutually-beneficial relationships. On our second day we will learn the best means of using various communication media to follow up, stay in touch, schedule meetings, and keep your clients, partners, and associates up to date on your business. Learn how to construct messages that are friendly but to the point, simple yet rich in appropriate vocabulary, and free of grammatical errors.
  - 3. Giving presentations:** It may be for a new product, a sales pitch, a business proposal, or an attempt to win over new clients; regardless, you will want to be certain that your presentation is solid. Day three will take us through all the steps to creating a well-constructed slideshow, scripting a moving talk, crafting effective speech cards, and speaking confidently to high-profile audiences.
  - 4. Closing the deal:** Negotiation is easily one of the most important business communication skills, and it is impossible without a firm grasp of the target language. On day four, learn how to hold your own in high-stakes negotiations so you can barter the best deal for your enterprise.
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**5. BONUS! Writing reports:** When all of your hard work has paid off, it's time to write a report and show your seniors and board the results in a carefully crafted and succinct report. On day five we will master the ABC structure—abstract, body, conclusion—for each paragraph as well as documents on a whole to streamline all of your business writing. In addition to reports, we will also look at business letters, research documents, and written correspondence in general, giving you the chance to buff up on grammar rules and improve your writing style.

*Language shapes the way we think, and determines what we can think about.*  
*Benjamin Whorf*

## CONTACT US - - - - x

If you are interested in joining Get with D' ACT: Business English, do not hesitate to contact us for prices and scheduling, and any other questions you may have. We look forward to hearing from you!

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