

תוכנית לימודים אופציונלית (סילבוס)

שם הקורס: אנגלית עסקית

פירוט נושא לימוד	תאריך	מספר מפגש
Topic: Basic Greetings + מבחן מבדק רמה		1
Topic: Basic Grammar		2
Topic: Introducing Myself and my company		3
Topic: Introduction to Negotiations		4
Topic: Basic Grammar		5
Topic: Practicing business phone conversations		6
Topic: Basic Email and Writing skills		7
Topic: Business Trips		8
Topic: Intermediate Grammar		9
Topic: Talking about family		10
Topic: Practicing business phone conversations		11
Topic: Advanced Negotiations		12
Topic: Intermediate Grammar		13
Topic: Advanced Writing and Emails		14
Topic: Hotels and Accommodations		15
Topic: Effective Presentations		16
Topic: Advanced Grammar		17
Topic: Handling Customer Complaints		18
Topic: Cross-cultural Communication		19
Topic: Business Meetings		20

