

Πληροφορίες & Εγγραφές

Για **πληροφορίες** μπορείτε να επικοινωνήσετε μαζί μας στα τηλέφωνα 210 60 85 789 και 210 600 9800/9, εσωτ. 1207 και 1332.
Γραφείο 3112, Αγία Παρασκευή, DEREΕ - Κτίριο Επικοινωνιών.

Οι **εγγραφές** γίνονται αυτοπροσώπως, τηλεφωνικά μέσω φαξ (210 608 1710), με ηλεκτρονικό ταχυδρομείο (e-mail: scps@acg.edu) ή μέσω διαδικτύου στη διεύθυνση www.acg.edu/scps

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Τα σεμινάρια χρηματοδοτούνται από το πρόγραμμα 0,45% του ΛΑΕΚ - ΟΑΕΔ.
Στους συμμετέχοντες θα χορηγηθεί Πιστοποιητικό Επαγγελματικών Σπουδών – CPS.

DEREE - The American College of Greece is an Associate member of EUCEN (European University Continuing Education Network) and an affiliate member of UPCEA (University Professional and Continuing Education Association).

ΑΜΕΡΙΚΑΝΙΚΟ ΚΟΛΛΕΓΙΟ ΕΛΛΑΔΟΣ

Σχολή Συνεχιζόμενης & Επαγγελματικής Εκπαίδευσης
Γραβιάς 6, 153 42 Αγία Παρασκευή
+ 210 600 9800, εσωτ. 1207, 1332
+ 210 608 5789 • Fax: + 210 608 1710
ceps@acg.edu • www.acg.edu/scps

LOWE ATHENS

Business English

Certificate of Professional Study



The American College of Greece



DEREE

Certificate of Professional Study in Business English

Improve your professional communication skills

General Scope

In today's global economy it's crucial to be competent in business English. This Certificate of Professional Study (CPS) will help participants gain key language skills in all aspects of a business context. The well established tradition of DEREΕ in preparing people for the business world, guarantees a carefully structured course which will teach participants to succeed in the marketplace.

By the end of the course, participants will be competent in all aspects of business correspondence, presentations, key terminology, conversations in a business context, and business etiquette. We guarantee you will see an improvement in your speaking and writing skills, as well as an increase in your confidence, communicative competence and global cultural awareness.

Who should attend?

We welcome professionals and students who want to study business English at a highly regarded institution which guarantees top quality teaching.

Course Overview

- Our course is based on practical lessons designed to boost your international business English skills.
- Business English teaching examines writing through case studies, offers key language used in different types of writing and simulates phone conversations, negotiations, meetings, and presentations, so you can practice the language needed in all sorts of business situations.
- The maximum class size is 15 students
- Minimum entry age for this course is 18
- You should have a B2 (Lower) level of English or above
- Classes take place either on weekday evenings or Saturday mornings to fit the schedule of busy professionals.

Modules

- **BUSINESS WRITTING SKILLS**
- **BUSINESS PRESENTATIONS**
- **BUSINESS CONVERSATION SKILLS**
- **BUSINESS ETIQUETTE**
- **BUSINESS TERMINOLOGY**

Facilities

Very close to Megaro Mousikis metro station, the Deree Downtown Campus is the ideal location for a business English course in Athens. The campus is equipped with the latest technology, including interactive whiteboards, a fully air-conditioned amphitheatre, and Internet access, to help you get the most out of your professional English course.

Tailor-made courses

We can put together tailor-made corporate English training programs for companies delivered either on our premises or your workplace. You can also arrange one to one lessons, or adapt the Certificate in Executive English Skills we offer, to your company's specific needs. We conduct a needs assessment before every course to tailor the content as closely to your learning goals as possible.

Coordinator

Kostas Bokos is the coordinator for Business English as well an instructor. Having completed his postgraduate studies at Oxford University, he went on to teach Academic Writing and Presentation Skills at the Language Centre of the university. His teaching experience spans 17 years, during which he has taught Business English extensively both in England and Greece. He has been teaching Academic Writing and Language at DEREΕ since 2005 and has acted as an examiner on many English Language exam boards since 1999.