



آغا خان یونیورسٹی

THE AGA KHAN UNIVERSITY

Institute for Educational Development

Centre of English Language

Business English

Centre of English Language (CEL)

The Centre of English Language (CEL) of Aga Khan University provides extensive language learning facilities to the University's students and employees. In addition, CEL offers short courses and workshops for external clients in a wide range of areas related to English language education. Equipped with modern language learning resources, the Centre also provides consultancy services.

Course Description

The 36-hour Business English course has been specially designed for professionals and executives at the junior and middle management levels. It offers opportunities to participants to discuss, reflect on and practice current language in use for communicating effectively in the business environment. Classes will be held face to face and online as well.

Skills Taught/Learned

- Oral communication skills for business
- Grammar and vocabulary for business
- Memos and e-mails
- Business letters
- Presentation skills
- Report Writing

Eligibility

Professionals and executives from junior to middle management who are interested in improving their English language proficiency for business purposes.

<u>Schedule (Saturdays)</u>	<u>Time</u>	<u>Duration</u>	<u>Fee</u>	<u>Application Deadline</u>
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Nov.19 to Dec. 24, 2011	09:30 am– 04:30 pm	36 hours	Rs 12,000/-	November 16, 2011
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Please note that registration will be on a first come, first served basis.

Venue:

Aga Khan University Institute for Educational Development , Karimabad, Karachi.

Lunch/Tea with refreshments will be served. All training material will be provided to the participants.

Course Team Leader: Ms. Faiza Saleem

Programme Coordinator: Ms Dilshad NoorAli

Application forms are available at **Office of the Registrar** at Institute for Educational Development, Karimabad, Campus from Mondays to Fridays, between 10:00 am - 12:00 pm or 2:00 - 4:00 pm
For more details, contact: 36347611-4/36826991
Programme Secretary: Raheel Saleem Thawer raheel.saleem@aku.edu (Ext: 4265)

