

Name:

Company:

Area of business:

Position:

**TOPICS OF INTEREST**

Political and Economic context


Human Resources

Finance

Accounting

Technology

Management

Marketing

International Trade

Production

Law


**COMMUNICATION SKILLS**

**WRITTEN COMMUNICATION**

Reports

Formal business e-mails

More informal e-mails

Memos

Minutes

Articles

Press releases

Web sites


**SPOKEN COMMUNICATION**

Telephoning

Conference calls

Meetings

Negotiations

Socializing

Presentations


What's your main goal for this course?

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