

Excellence in Professional English Certificate Program



How it works

If the thought of using English to meet with potential clients, make an important presentation or negotiate a critical deal increases your stress levels, then this is the program for you!

Each course is specifically designed to take your language skills and abilities to the next level, regardless of your specific career path.

Upon completion, you will know more about yourself and more about the world around you.

Plus, you will enjoy the renewed confidence that comes from being able to express yourself effectively and proficiently in English.

There are six courses you will take. After completing all six, you will receive your Excellence in Professional English certificate.



Excellence in Professional English

We've designed six intensive courses and packaged them into a new program called Excellence in Professional English. Regardless of your workload or career path, the knowledge and skills you will gain in these exciting courses will serve you well. Register for one or sign up for all six and get a discount. You will learn life-changing skills and make new friends on your path to becoming more proficient in the English language.

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COURSE DESCRIPTIONS AND DATES

Each course consists of nine, two-hour sessions for a total of 18 hours of instruction. Courses will be held on Tuesdays, Wednesdays and Thursdays from 4 - 6 p.m. Pacific Time.

JAN. 12 - 28, 2021: ENGLISH FOR SPECIFIC PURPOSES: Acquiring specific English vocabulary and expressions needed to function effectively in various sectors of the economy is essential. This fully customizable and intensive course will equip you with the precise language to achieve and maintain a strong, competitive position.

FEB. 9 - 25, 2021: SPEAKING SKILLS FOR PROFESSIONALS: This course moves quickly from basic oral communication skills such as introductions and workplace telephone calls to more complex exchanges such as giving powerful presentations. Accent reduction will also be addressed.

MARCH 9 - 25, 2021: WRITTEN COMMUNICATION FOR PROFESSIONALS: Errors can greatly reduce the potential power of a written message and can seriously impact an employee's or company's reputation. The focus of this course is on identifying and reducing errors in all forms of business writing from basic email messages to formal letters and reports.

APRIL 13 - 29, 2021: INTERCULTURAL COMMUNICATION SKILLS: Explore basic culture theory, verbal and non-verbal communication, cultural gaffes and much more. Equipped with new practical skills, you will be able to navigate through cultural complexities with ease and confidence.

MAY 11 - 27, 2021: LEADERSHIP SKILLS: All employees can benefit from understanding basic leadership theory and developing skills in this area. Emerging trends, leadership styles and tips for handling difficult conversations are just some of the topics that will be covered.

JUNE 8 - 24, 2021: WORK EXPERIENCE COMPONENT: This course has several phases which include an orientation, a skills and interest survey, volunteer placement, weekly debriefing sessions, self-reflection and reporting. Past participants will attest to how transformational volunteer experiences can be and prospective employers are always impressed when they see volunteer work listed on resumes.

***Customized offerings are available upon request.**



WHAT YOU WILL GAIN

- > Certificate upon completion
- > Increased communication skills in English
- > Better understanding of intercultural communication

WHAT YOU WILL NEED

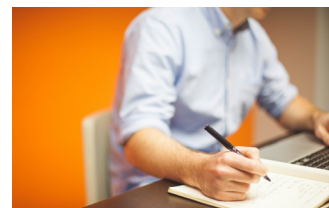
- > Computer: laptop or PC is recommended
 - Cell phones are not appropriate
- > Reliable internet connection
- > Positive attitude and willingness to learn
- > CEFR level B1 or higher, IELTS 4.5 or higher and TOEFL 42 or higher or Duolingo 60

Course Fees

CAD \$450/course

Attend five courses and get the sixth course for FREE

Apply online
truworld.ca/itc



For more information please email
globaltraining@tru.ca

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