



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow



Center for Executive Education
Institute of Business Administration

BUSINESS ENGLISH

for

NETWORKING



Oct 24-Dec 12, 2016
(Every Monday)
6:30 PM to 8:30 PM
PKR: 13,500/-



Course Contents:

- Effective Communication Skills
- Professional Presentations at Workplace
- Business Writing
- Email Etiquette
- Meeting Arrangements via Email, Telephone & Texts
- Introduction to Networking
- Use of appropriate vocabulary to describe your job/Company

- Ψ Develop effective communication skills at workplace
- Ψ Write professional emails while identifying the need to be formal neutral or informal
- Ψ Develop vocabulary to introduce yourself with relevant information in business conventions and forums
- Ψ Enhance your networking skills
- Ψ Make use of professional business English when writing reports memos and letters

Trainer's Profile:

Kiran Marchant Lilani is a freelance writer and a passionate trainer of creative writing & business English.

She has done her masters from Institute of



Business Administration. Her passion and keen interest in Social Sciences, Environmental Economics and Development Economics has given her a spot in research and writing.

Currently, she is associated with Center for Executive Education at IBA for imparting training in its open and customized programs.



For Queries & Information

Sumera Muhammad

Manager, Skills Development Programs

Center for Executive Education

Institute of Business Administration

Ext: 1801

Email: smuhammad@iba.edu.pk

Mirza Irshad Ali Baig

Executive

Center for Executive Education

Institute of Business Administration

Ext: 1811

Email: mibaig@iba.edu.pk

Registration form & Fee Voucher are available at our website: <http://sdp.iba.edu.pk/>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.

For Registrations

Skills Development Programs
Center for Executive Education
Institute of Business Administration
Ph.: 021-38104700-01 Ext: 1801 & 1811
Fax: 021-38103008
Email: BESDP@iba.edu.pk