

## COURSE INVESTMENT:

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# BUSINESS ENGLISH

DECEMBER 23, 2019 -  
FEBRUARY 17, 2020  
MONDAYS, WEDNESDAYS, &  
FRIDAYS  
6:30 PM - 8:30 PM

## INSTRUCTORS

Syed Qaiser Hussain

He is an Assistant Professor at Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology (SZABIST), Karachi. He is a Ph.D. research scholar and his area of specialization is Speaking Anxiety among adult learners of English. Mr. Qaiser is also an IBA Certified, HEC Recognized Trainer for soft skills' development. He has conducted workshop on Effective Communication Skills for Bank Alfalah. He has also conducted workshop for HEC on Writing Business Reports and Presentation Skills. He has been teaching English language and Communication Skills at tertiary level for the last 9 years. He has taught at University of Karachi, NED University of Engineering and Technology, Institute of Business Management - CBM, Bahria University, Karachi Institute of Economics and Technology, and National University of Modern Languages.

Farhan Uddin Raja

Farhan Uddin is a research fellow. He has completed M.Phil. English (Applied Linguistics) program, University of Karachi in 2017 and M.A. English (Applied Linguistics) from University of Karachi in 2009 since then he has been serving as a language teacher at various reputable institutes. He has been part of University of Karachi for more than three years, Pakistan Air Force- Karachi Institute of Economics and Technology (PAF-KIET), IoBM, & Institute of Business Administration (IBA). He is currently serving as Senior Lecturer at SZABIST. His teaching experience includes teaching; Functional English, Business English, Written Discourse, Advance Interactive English, Business Communication and Technical Report Writing at Institute of Business Administration (IBA) and several other institutes. He enjoys training students for communication skills especially for understanding tactics of interviewing skills and handling meetings. He particularly enjoys training people in Public Speaking and has organized numerous competitions of Debates and Public Speaking.



# ENHANCE THE COMMUNICATION PROCESSES IN YOUR BUSINESS.

## OUTLINE

### Reading

- reading a variety of business texts
- developing prediction, skimming and scanning skills
- understanding meaning from context
- taking notes on important information

### Writing

- learning to write business letters, emails, memos, and reports
- developing self-correcting and editing strategies
- writing with greater accuracy, and more sophisticated sentences and vocabulary
- improving your CV and written job applications

### Listening

- following and understanding information from discussions, presentations, news reports, company visits and business excursions
- developing note-taking skills
- identifying the attitude of speakers talking about different business concepts

### Speaking

- giving, justifying and discussing your opinions on different business topics
- developing confidence, fluency and accuracy
- presentations in Week 5 and 8/9.

COMMUNICATION