

# PCBE

Professional Certificate  
≡ In Business English

*Brochure*

# Professional Certificate In Business English

On-demand exams

Access to study resources

SCQF Level 5

Professional Certificate in Business English (PCBE) develops English language abilities in business context. PCBE is quality assured and credit rated by Scottish Qualifications Authority at Level 5 on the Scottish Credit and Qualifications Framework (SCQF). PCBE is broadly equivalent to Level B2 in Common European Framework of Reference for Languages (CEFR). PCBE is also comparable to Level 3 in European Qualifications Framework (EQF)

There are no formal entry requirements. PCBE qualification is open to all – from school going students to graduates and employees.

However, it may be of particular interest to:

- A student considering placements, careers in business
- Individuals who want to increase reading and writing abilities in English
- Someone with a general interest in Business English

# PROFESSIONAL CERTIFICATE IN BUSINESS ENGLISH



## **INTRODUCTION**

This certification program prepares you for the employment or career advancement you want and deserve. Personalized feedback from experienced ESL instructors, and other successful professionals, will help you develop the communication skills required for the workplace.

Our in-class activities, drawn from authentic business and professional situations, will help improve your grammatical accuracy in speech and writing, and build your confidence. You will leave this program with self-monitoring strategies, which will ensure your English is correct and easy to understand, and a list of print and web resources to ensure lifelong language improvement.

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## **COURSE OBJECTIVES**

This program is intended to improve your language use for the most demanding and scrutinized areas of business communication. This certificate program will improve written skills for e-mails, letters and reports, and it will enhance your speaking skill for complex business exchanges, such as negotiating and persuading, giving presentations, and participating in meetings. Independent work outside the class will encourage you to put your newly acquired skills to use in your business and professional life.

On completion of this unit the learner will be able to develop writing abilities in business context. Moreover, the learner will be able to enhance their reading abilities. As a whole the learner's reading and writing abilities in English will be enhanced specially in business related communication.

## **KEY FEATURES**

- Open-entry' UK certification
- Study Resources are provided
- SCQF Level 6 qualification

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## COURSE HIGHLIGHTS

- To improve communication technique
- Learn how to express yourself more accurately, concisely and appropriately for a business environment
- Develop strategies for improving and monitoring clear speech and effective communication
- To equip participants with the skills required for argumentation and persuasion
- To provide an understanding of business etiquette
- To enhance the four basic language skills - Listening, Speaking, Reading, and Writing
- To equip the learners with strategies to improve their communication skills
- To ensure that the training is useful to the learners to succeed in the real world
- Acquire functional business language to interact with colleagues, clients, staff and superiors
- Discover individual areas of weakness and improve on them
- Demonstrate your strengths and capabilities
- Show employers your commitment to professional development and personal growth

## CERTIFICATION BODY

Professional Certificate in Business English is jointly certificated by **IQN** and **SQA**.

This programme is accredited at **Scottish Credit and Qualifications Framework (SCQF) LEVEL 5 (20 credits)** and benchmarked against **European Qualification Framework (EQF) LEVEL 4**.

IQN has already been networked in 30 countries with 58 registered training centers. Independent students have registered with IQN's qualification from 137 countries around the globe.

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## **COURSE OUTLINE**

### **Unit 1: Communication Skills**

- Building confidence and fluency in spoken English
- Business Etiquette
- Telephone, Email, Video Conferencing, Texting skills
- Presentation skill
- Facing and Conducting interviews and Group Discussions
- Negotiation skills
- Use of infographics
- Phonology, Vocabulary and Syntax

### **Unit 2: Listening**

- This component consists of teaching strategies to the learners to effectively respond to complex narratives, statements, questions, discursive explanations and instructions (both face-to face and on the telephone).
- It will focus on equipping the participants with techniques for note-taking, becoming an active listener and adapting response to speaker, medium and context.

### **Unit 3: Speaking**

- The communicative element in the modules aims mainly at building confidence and fluency in spoken English.
- The students are taught language needed for conducting presentations, negotiations, facing interviews and telephone skills and to effectively communicate straightforward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation.

### **Unit 4: Reading**

The reading component of the course enables the students to effectively read complex text and focuses on speed reading techniques and note taking from written discourse so as to effectively summarise, distinguish between facts and opinions, decipher facts and make inferences.

### **Unit 5: Writing**

The writing component of the course will provide the participants with the opportunity to be aware of the writing styles used in the modern day offices. They will be taught the formats and the language structures of business documents such as letters, memos and reports.

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## **EXPECTED LEARNING OUTCOMES**

Learners will develop confidence and fluency in the following areas:

- Socializing, Telephoning, Presenting information, Participating in meetings, and Handling negotiations
- Learners will be able to speed read articles
- Learners should be able to comprehend complex reports
- Learners should be able to write formal letters, resumes and informative and analytical reports
- Learners will learn to write emails and understand email etiquette
- Understanding cross cultural diversity for effective communication
- Learner should be able to engage in discussion with one or more people in a variety of different situations, making clear and effective contributions that produce outcomes appropriate to purpose and topic.
- Learners should be able to make effective presentations
- Learners should be able to use new media effectively

## **APPROACH AND METHODOLOGY**

In order to achieve the above learning outcomes the following approach and methodologies will be used.

- Interactive Presentation
- Case studies
- Discussion
- Q & A
- Illustrations & References

## **WHO IS IT FOR?**

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## **DURATION**

3 Days Program