



Waikato Institute of Education

Contact WIE to discuss
your specific goals.



Business English

WIE's Business English course offers a practical introduction to the vocabulary, expressions and language of the English-speaking workplace for business and office professionals.

The course aims to:

- improve your ability to speak and write English for an office environment
- help you find employment
- improve your skills for your current position or advance your career

The Business English course helps you develop your English language skills at an upper intermediate to advanced level, with a focus on English language for the office and business.

Topics may include:

- Management Styles
- Office communication & terminology
- Team building and risks
- International brands & marketing
- New Zealand business etiquette

You will gain extra skills in the areas of communication and listening comprehension, as well as practice business correspondence. You will learn practical English grammar and vocabulary that is common within an office or to conduct business.

In addition, you will learn NZ business etiquette for the office environment.

The course includes seminars covering a variety of office and administrative tasks and skills.



Course Dates

Start any Monday
during the school term

Timetable

9am-3pm,
Monday to Friday
25 hours per week
At least 6 weeks

Class Size


Average 6 - 8 students
(maximum 15)


English Levels

Intermediate
Upper-Intermediate
Advanced

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