



ENGLISH 4 LIFE

Business Education Consultants

RICHARD MOORE

Professional Business, Language
& Career Development Consultant
for over 25 Years

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Richard Moore

Mr. Moore holds 7 teaching certificates and 3 Business Master degrees. He has given course studies, workshops and seminars throughout Canada, US, Mexico and Europe which include Business English, Professional Presentation Skills, Business Emailing & Writing & Cultural Awareness for both Domestic and International audiences.

Native English Speaker & Certified Instructor

We have the expertise to train your employees, managers and executives to effectively present their ideas in a clear, concise, convincing manner. We are professionals in the field of training and development with result-oriented programs full of real-life practice sessions, allowing participants to take the maximum benefit in minimum time.

Specialized Business English Courses Professional Development

As well as offering customized Business English Language Courses, we also offer Professional Career Development Courses. This means students can also learn skills and techniques such as **Professional Presentation Skills, Cultural Awareness and Communication, Business Emailing and Writing** and much more.

Conversational English / Business English **Each Course segment is 3 months in length**

English is the universal language of business. As specialized English language trainers and consultants, we will work in partnership with you to manage your English Language performance in assessing, analyzing, designing and delivering a professional English communication training program for your specific needs.

Our Professional English Communication training programs not only teach important English language skills, but also the importance of cross-cultural training in the world of Business English communication.

You will also be provided with the opportunities for further professional development and to enhance your performance through specialist workshops or refresher courses.

Our educational English language courses include:

English Language Courses

- Business English
- Conversational English
- Individual lessons (One on One)
- Group classes
- Online Video Resource Library

Specialty Certificate Courses - Note: All students who pass the specialty courses will receive a Certificate of Achievement.

- Professional Presentation and Facilitation Skills
- Business Email and Writing Skills
- Cultural Awareness and International Business Skills

Presentation & Facilitation Skills **2 classes, 5 hours each class - Total = 10 hours**

This workshop will be valuable to anyone who deals with decision making. Community-level facilitators, employees, trainers, managers and executives will all benefit from this training. A wide range of areas essential to effective presentation/facilitation, managing group dynamics and effective presentation are introduced and practiced as well as Cultural Awareness when communicating or presenting to people of other cultures. The course is participatory, with frequent opportunities for applying the tools.

The exact contents of the training are customized and fine-tuned to the students and companies needs.

During the course, participants learn and practice:

Day 1

- Facilitation tools such as Brainstorming, Buzz Groups, Focus Group Discussion, Obstacle Analysis and Solution Matrix
- Facilitative listening skills / techniques for honouring all points of view
- Creating a short presentation in teams and presenting
- Planning and delivering professional, concise, engaging and captivating presentations
- Giving a personal presentation

Day 2

- How to design the facilitation / presentation session, event, meeting, workshop, seminar or conference
- How to use energisers and icebreakers
- Professional Body Language
- Create and develop a presentation to give on day 2
- Review, Critique, and Test

An **Extended Advanced Class** can be added to the basic Presentation Skills workshops that includes **Cultural Awareness Training**. This is a great class for those who work with or need to communicate and present to people of different cultures and other countries around the world.

Advance Business Email & Writing Skills **1 Class – 6 Hours**

Let's face it; Business Emails are a necessity in many industries today. When managed properly, they are an effective means of communication and a valuable business tool because they decrease travel costs and increase the speed of decisions.

When you write a business email or complete a report, you need to convey your information clearly and concisely. That's where the potential for trouble starts. Poorly written emails negatively affect sales performance, customer relations, and employee productivity. Students will learn how to improve productivity, stimulate collaboration, and achieve results that get everyone excited.

You'll accomplish twice as much in half the time and, as productivity improves, you increase the bottom line. With our training, students will be able to make the most of business emailing, sales and marketing team meetings, project updates, customer support as well as client, supplier, distributor, affiliate, investor, or media relations.

During the course, participants learn and practice:

- Breaking down good and bad emails and discovering the secrets to great email writing
- Organizing and preparing to write concise and understandable sentences using Appositives and proper sentence structure
- Reviewing and practicing Appositives for combining sentences
- Learning writing skills through Cause and Effect and Transitions to link words, sentences and paragraphs
- Creating and writing well organized and properly structured emails, reports etc.
- Building on Advanced Business English Language
- Practice writing actual business emails/reports
- Proper Follow up to emails from employees, managers, clients, customer
- Review
- Test

***Bringing you the VERY BEST in English Language Learning
And Career Development Consultation***



English Language Schools in Mexico City

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Call Today: 55 6089 6770