



HELLENIC AMERICAN UNION

An educational public charity

# Business Grammar Refresher Online



“ *It is a value for money program* ”  
**Sales agent**

“ *Excellent teacher* ”  
**Tourist guide**

HELLENIC AMERICAN UNION

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This 21-hour online course will help you refresh your knowledge of the grammar commonly used in Business English so that you can communicate more clearly and concisely. Using authentic business documents and scenarios, the course explores English grammatical phenomena which are common in business interaction with native and non-native English language speakers.

All practice activities for speaking and writing are done in class; there is no homework.

The program is taught in small groups of up to 12 people. You should already have an intermediate command of the English language (B1+) to participate.

By the end of this course you will be able to:

- Communicate in English more accurately
- Improve the clarity of your business communication
- Avoid misunderstandings when you work with foreign partners or clients

## TOPICS

### Past and present perfect

- Describing your company's history

### Future tenses

- Discussing your plans

### Who, what, where, when and which

- Explaining things

### The passive voice

- Outlining a procedure

### Reported speech

- Reporting on a meeting

### Conditional sentences

- Taking part in a negotiation

### Modal verbs

- Examining possibilities

## LEARNING THROUGH ZOOM

Zoom is a web-based video conferencing tool, compatible with Mac, Windows, Linux, iOS, and Android, that allows users to meet and attend classes online. You can use Zoom from your PC or laptop, but also from your iPad or smartphone. You will have to download Zoom to one of your devices to be able to attend this program. We will send you a step-by-step guide once you register. If you use your PC or laptop you will also need a webcam, microphone, and speaker. Most computers have a microphone and speaker, but you can also use a headset with a microphone for better sound quality.

## The Instructor

**Michael Robbs** holds a BA in Interdisciplinary Human Studies from University of Bradford, UK, and an MA in Teaching English as a Foreign Language from St. Michael's College, USA. Mr Robbs is also a teacher trainer. He has been teaching English for business purposes, as well as communication courses, on site, on line, and in-house, at the Hellenic American Union for the past 17 years. He has won international awards for excellence in teaching. His long experience, direct teaching approach, creativity and devotion to the success of his students can guarantee an effective and pleasant learning experience.

## Useful information

### Timetable:

2 April – 28 May, 2021

Friday, 18:00-21:00

**Fees:** € 230

Check also our best-sellers:

**English for International Business Communication & Keep Up to Date with Business English**

## REGISTRATION PROCEDURES AND POLICIES

You can register or have your employer register you either online or via email.

### TO REGISTER ONLINE

Click [here](#) to register. This will bring you to a secure payment page. You can use a debit, prepaid, or credit card to pay the program fees. You can also choose to pay in 2 interest-free installments if you pay by credit card.

You will receive a confirmation message if the transaction is successful. We will then contact you to ask if you need a personal receipt or a company invoice.

### TO REGISTER VIA EMAIL

Pay the course fee by bank transfer. The Hellenic American Union bank accounts are listed below (you are responsible for any bank charges associated with this transaction). Download and type your personal details on the registration form. Save the form. Then, email the registration form along with the payment proof to [training@hau.gr](mailto:training@hau.gr)

### ADDITIONAL INFORMATION FOR COMPANY REGISTRATIONS

We accept company registrations only if the registration form has full invoice details and is signed by a authorized person. Please insert your name and title in the signature field. Employers who enroll 3 or more employees in the program receive a 10% discount on the total amount of fees.

### THE HELLENIC AMERICAN UNION BANK ACCOUNTS

**ALPHA BANK: 441-00-2002-000010**

(IBAN GR18 0140 4410 4410 0200 2000 010)

**EUROBANK:0026-0012370100176525**

(IBAN GR26 0260 0120 0003 7010 0176 525)

The Hellenic American Union reserves the right to cancel any program for unforeseen reasons. If your program is cancelled, the Hellenic American Union will refund in full any tuition you or your employer paid for the program.

The Hellenic American Union is a recognized Center for Lifelong Learning (Κέντρο ΒιΜ2) that has been granted a license of operation by the National Organization for the Certification of Qualifications and Vocational Guidance (EOPPEP).

## REGISTRATION FORM

Attn: **Georgia Dede**

E-mail: [training@hau.gr](mailto:training@hau.gr)

**I wish to enroll for the following class:**

**Business Grammar Refresher**

2 April – 28 May, 2021

### PARTICIPANT'S DETAILS

*Fields with an asterisk (\*) are required*

Last Name\*: .....

First Name\*: .....

Company: .....

Position: .....

Home Address: .....

Postal Code: .....

Mobile Phone\*: .....

E-mail Address\*: .....

### INVOICE DETAILS

*If you need an invoice all fields are required*

Company Name: .....

Type of Business: .....

Company Address: .....

Postal Code/City: .....

Phone/Fax: .....

Tax Number: .....

Tax Office: .....

### CANCELLATION POLICY

Participants' cancellations must be made in writing at least 15 working days before the start of the program to be eligible for refund. Thereafter, no refunds will be given.

### NOTIFICATION REGARDING THE PROCESSING OF PERSONAL DATA

For information about how the Hellenic American Union (HAU) processes the personal data of individuals who are attending or who wish to attend its educational programs, please consult the notification page on our website at: <http://www.hau.gr/?i=business-it-training.el.data-processing-notification>

I do not wish to receive marketing material via electronic mail from the HAU.

By signing below and/or by paying the tuition fees I hereby acknowledge that I have read the information above, including the notification regarding the processing of my personal data.

Full name/signature: ..... Date: .....



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