

## Walk & Talk Business Communication Training - Ruka

3-day semi-intensive Language Course for Business Professionals  
Villa Rukapiste or Hotel Arctic Zone, Ruka.



### Combine Hiking in Kuusamo with Business English Language Training

- Reward yourself and your colleagues with a well-deserved break, and improve your business English skills at the same time. Totally flexible timetable and course content.
- Trip Example:
  - Day 1, hike Pienikarhunkierros.
  - Day 2, Business Presentations in English, or Meeting and Entertaining International Business Associates, or... you decide!
  - Day 3, hike Valtavaara / Riisitunturi...
- Speak only English during your stay – no Finnish allowed! A great opportunity to activate your passive English skills, network, socialise, relax and learn something new.
- Stay 4 nights with the trainer and other guests at the luxury Villa Rukapiste or Hotel Arctic Zone, Ruka.
- All courses are tailor-made, study only the business English / business skills that **you** need. See example programmes attached for more information. All courses delivered in English.
- Sauna and social evenings in English with your trainer and fellow participants.
- Open and closed groups available.

Contact David Houghton for availability and bookings.

## Sample Programme 1

# English for Business Professionals

### One-Day Kick-off

Spend one day with your trainer and start your journey to improved business English skills. This course is designed to: improve confidence in speech (no more “rusty English”), improve listening skills, think more about polite English, become more culturally aware, and prepare yourself for further business English studies. Participants will be encouraged to talk as much as possible in a relaxed and friendly environment. **The ideas below are only a suggestion;** the course content is totally flexible and can be changed to suit your needs.

#### Morning Session

- Introductions:
  - Quick introduction by all participants.
  - Agenda for the day.
- What is...?
  - Your company history, products, services, company structure, company culture...
  - In-depth discussion about your company.
- What is my job?
  - Job descriptions, daily routines, responsibilities...
- Entertaining your visitor:
  - Making offers and suggestions.
  - Describe and explain a Finnish menu.

#### Afternoon Session

- Cultural Awareness:
  - Can we stereotype? Understanding different cultures.
  - What is a typical Fin and what is a typical Brit?
  - What do we have in common and how are we different?
- Polite English:
  - How polite do you need to be when speaking and writing English?
  - Asking for things in English and degrees of politeness. Responding to requests.
  - Small talk: The Small Talk Game.
- Review:
  - Vocabulary and grammar error correction from today’s discussions.
  - Advice on pronunciation.
  - Common Finnish mistakes from interference.
  - Course review and feedback.

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## Sample Programme 2

# Presenting in English

## 1-Day Course for Business Professionals

Do you need to give presentations in English? This one-day language and skills course gives participants the opportunity to practise making presentations in a relaxed and positive atmosphere.

Practical advice is mixed with language input, which is regularly practised via mini-presentations on general and business-related topics. The course ends with full-scale work-related presentations to ensure immediate active benefit.

The programme is flexible and tailored depending on the participants' previous experience and needs. Typical areas covered however may include:

### Morning Session

- Introduction by participants on their work and responsibilities
- Thirty-second, one-minute and five-minute presentations
- What makes a good presentation and what makes a good presenter?
- Preparation, the key to success
- Variety and interest in a presentation
- Keeping the listeners' attention. Use of eye contact, voice control, pausing etc.
- Body language – quick tips
- Presentation structure: Getting attention, greeting, introducing, outlining, sequencing, signposting, summarising and concluding.
- Off-the-cuff presentations

### Afternoon Session

- Making the best of your voice
- Rhetorical questions, tripling, opening techniques and other presentation tips
- Dealing with interruptions
- Slides and visuals. Good and bad slides. Preparation dos and don'ts
- Cross cultural factors in presentations
- Participants' Presentations
- Course Review and Feedback

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