NEED ENGLISH FOR WORK?
If you are an executive working in today’s highly competitive environment, or a student aspiring to get into prestigious business houses, we have the ideal comprehensive program for you!

**IBA Business English Program** offers a comprehensive **40 hour BUSINESS COMMUNICATION course** to enhance your skills and meet the growing demand for Effective Business Communication.

Course duration: January 21st, 2013 to February 21st, 2013
Timings: 6:30 p.m. to 8:30 p.m. (Monday to Thursday)
Fee: Rs.12,000/- per candidate

We are the pioneers in the field and have imparted quality education over decades to thousands of participants. The course focuses on:
- Interviewing skills
- Negotiation skills
- Meetings
- Presentation skills

7Cs
- Letters
- Emails
- Memo Writing
- Minutes/Agenda
- CV and Cover Letter
- Report Writing

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