



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



Course Duration:

February 25th, 2013 to March 28th, 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

CONTACT DETAILS:

Assistant Manager, Business English and Skills Development Program
Institute of Business Administration.
City Campus Off. Garden Road, Karachi-74400.

Tel: 021-111 422 422; 021-38104700-01 Ext. 1806

Email: fzahid@iba.edu.pk

Website: www.iba.edu.pk