

BASE COMMUNICATION**BUSINESS AND SOCIAL ENGLISH COMMUNICATION**

Today's businesses demand superior communication skills. Whether in face-to-face encounters, over the telephone, or via e-mail, professionals need to communicate directly, clearly and effectively.

BASE Communication delivers training for international professionals and individuals who wish to improve their command of American Standard English, reduce non-native accents and improve the clarity of their speech.

Custom-tailored individual or small group programs are taught at the client's site or in the Mountain View office.

Training programs include:

- Business Communication Skills
- Speech and Accent Reduction
- English Grammar Enhancement
- Conversation Strategies/Listening Skills
- Presentation Skills for International Speakers

Language programs include assessments, consulting and training in intercultural awareness for meeting performance objectives and successfully navigating the increasingly diverse American workplace.

Certified English As a Second Language (ESL) trainer, Janet Vaewsorn, has been teaching non-U.S. born professionals to refine and expand their communication skills for over 19 years. She has been the primary ESL consultant to Key Communication, serving major companies in the fields of technology, communications and international journalism.

Previous clients include corporate executives, business professionals, editors and senior journalists from: Cisco Systems, NEC, Hewlett-Packard, FX Global, Sun Microsystems, Asahi Shimbun, Toshiba, Wirtschafts Woche, Transmeta and Nokia.

Class Descriptions

Business Communication Skills: Customized small group or one-on-one intensive business language program designed to boost participant's language communication skills in the context of identified, job-related competencies. Helps clients overcome barriers to successful cross-cultural business communication. Prepares clients to communicate appropriately and effectively in other settings as well.

Conversation Strategies/Listening Skills: Individual or small group program trains clients how to interact effectively and appropriately through authentic communication.

Clients learn to clearly convey their intentions and attitudes through incorporating native speech habits and voice patterns. Covers strategies for enhancing listening comprehension and clarification techniques. The class is custom tailored to address specific needs and performance objectives of clients.

Speech and Accent Reduction: Learn to use the most important elements affecting clear speech: intonation, stress and rhythm.

Participants learn to highlight key ideas, produce problem speech sounds, and to smooth out the flow of words so that their speech is more easily understood.

English Grammar Enhancement: Individual assessment directs the focus of this course for students who wish to refresh and strengthen their command of English grammar mechanics. This program covers writing, reading and speaking competencies.

Presentation Skills: Designed for non-native speakers, this course boosts key business speaking competencies for meetings and presentations. Clients learn to clearly present ideas and results, express points of view, and persuade others while improving organization of information, delivery and confidence.

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