

✈️ SKYLINE BUSINESS ENGLISH FLIGHT PATH ✈️

Ladderized Curriculum Structure

Precision. Clarity. Control.

Structured Business English Progression for International Professional Communication

STAGE 1 — FOUNDATION COMMUNICATION

Basic Office Interaction & Everyday Professional Communication

- Lesson 01 — A Brand New Start in Your Career
- Lesson 02 — Appointment Making
- Lesson 03 — Questions Responding
- Lesson 04 — Help Seeking
- Lesson 05 — Information Sharing
- Lesson 06 — Office Talks for Different Purposes
- Lesson 07 — Communication on Your Business
- Lesson 08 — Showing Around
- Lesson 09 — Invitation Making
- Lesson 10 — Invitation for Dinner
- Lesson 11 — Invitation for Leisure Activities
- Lesson 12 — Welcome Party
- Lesson 13 — Clients Reception
- Lesson 14 — Partings and Seeing Off
- Lesson 15 — At the Restaurant

STAGE 2 — OFFICE & INTERNAL WORKFLOW

Workplace Coordination, Meetings, and Team Operations

- Lesson 16 — Meeting Setting Up
- Lesson 17 — Meeting Preparation at Work
- Lesson 18 — Start of a Call
- Lesson 19 — Business Calls on Direct Occasion
- Lesson 20 — Wrapping Up a Meeting
- Lesson 21 — Rescheduling a Meeting
- Lesson 22 — Plans Changing
- Lesson 23 — Unexpected Changes
- Lesson 24 — Team Work and Cooperation
- Lesson 25 — Taking on More Responsibilities

- Lesson 26 — New Hire Training
- Lesson 27 — Productive Training Sessions
- Lesson 28 — Office Training Unit
- Lesson 29 — Product Training
- Lesson 30 — Report and Review
- Lesson 31 — Feedback and Case Report

STAGE 3 — PROFESSIONAL BUSINESS COMMUNICATION

Emailing, Inquiries, Client Handling & Corporate Interaction

- Lesson 32 — Format of an Email
- Lesson 33 — Responding to Inquiries
- Lesson 34 — Informing Your Clients and Partners
- Lesson 35 — Follow Up a Possible Case
- Lesson 36 — Follow Up Your Case
- Lesson 37 — Case Discussion
- Lesson 38 — Discussion About the Contract
- Lesson 39 — Effective Communication with an Overseas Ad Agent
- Lesson 40 — Contact Overseas Advertisers
- Lesson 41 — Contact on Confirmation
- Lesson 42 — Purpose Statement

STAGE 4 — SALES, MARKETING & BUSINESS DEVELOPMENT

Advertising, Promotion, Sales Communication & Market Expansion

- Lesson 43 — Product Introduction
- Lesson 44 — Product Promotion
- Lesson 45 — Advertising Materials Preparation
- Lesson 46 — An Ad Campaign Discussion
- Lesson 48 — Budget and Marketing Goals
- Lesson 49 — Price Negotiations
- Lesson 50 — Booth Booking

STAGE 5 — INTERNATIONAL BUSINESS TRAVEL

Airport, Hotel, Transportation & Overseas Business Activities

- Lesson 51 — Boarding at the Airport
- Lesson 52 — Getting Through Customs
- Lesson 53 — Asking for Directions

- Lesson 54 — Arrival and Getting to the Hotel
- Lesson 55 — Ticket and Hotel Booking
- Lesson 56 — Schedule Your Business Trip
- Lesson 57 — Applying for a Business Trip
- Lesson 58 — Shopping Abroad
- Lesson 59 — Happy Hours on a Business Trip
- Lesson 60 — Sightseeing with Clients

STAGE 6 — EXECUTIVE CLIENT RELATIONS & PROFESSIONAL NETWORKING

High-Level Hospitality, Relationship Building & Corporate Social Interaction

- Lesson 61 — Making Invitations to Your Clients
- Lesson 62 — Invitation for Dinner
- Lesson 63 — Wine Tasting and Toasting
- Lesson 64 — Further Contact After the Deal
- Lesson 65 — Informing Your Clients and Partners
- Lesson 66 — Effective Communication with an Overseas Ad Agent
- Lesson 67 — Clients Reception
- Lesson 68 — Sightseeing with Clients

STAGE 7 — ADVANCED BUSINESS OPERATIONS & CRISIS MANAGEMENT

Pressure Handling, Negotiation & Professional Decision-Making

- Lesson 69 — Urgent Problems
- Lesson 70 — Unexpected Changes
- Lesson 71 — Plans Changing
- Lesson 72 — Price Negotiations
- Lesson 73 — Feedback and Case Report
- Lesson 74 — Discussion About the Contract
- Lesson 75 — Report and Review