



Berlitz Effective

Berlitz
Helping the World Communicate

Unleash your true powers with Berlitz Soft Skills and take the lead...

Call us 17 827247

or mail us berlitz@berlitz-bahrain.com

LIVE INSTRUCTIONS

CULTURAL TRAINING

NON-VERBAL COMMUNICATION

COMMUNICATION TESTING

STUDY ABROAD

Overview of the Berlitz Chinese Levels (Adult Instruction)

Who Should attend:

Learners who need the Chinese language for general interactions at work and specific business skill areas.

Program Content at the

Functional level 1

- Greetings
- Presentations (nationalities, countries, people)
- Talk about Professions
- Count in Chinese
- Locate objects and describe location.
- Describe Transportation
- Talk about work and career
- Talk about your daily routine and activities
- Go shopping and purchase something

Functional Level 2

- Talk about Families and Relatives
- Describe your last weekend.
- Describe travelling events.
- Make an appointment.
- Talk about Rules and Regulations
- Describe people's and talk about responsibilities
- Talk about maps and distances.
- Talk about and arrange leisure activities.
- Describe house layout and describe homes.
- Talk about health.

Intermediate Level 3

- Describe job status.
- Talk about the company's structure and departments.
- Schedule meetings.
- Describe business travel and itinerary.
- Talk about work experience and skills.
- Talk about projects and budgets.
- Discuss sales strategies and analyze the markets.
- Discuss events and annual meetings.

Intermediate Level 4

- Learn about banking and explain financial situations.
- Talk about the surroundings and places to live.
- Discuss vacation experience.
- Talk about the latest news
- Talk about recruitment, salary, and benefits.
- Discuss meeting issues.
- Introduce products' features and compare.
- Discuss financial planning and investments.
- Talk and apply negotiations.
- Handling customers complaints and Public Relations.