

# Professional Business Skills Course

## 專業商務英語技巧課程

January 2026 to May 2026  
2026 年 1 至 2026 年 5 月

Venue 上課地點	Class Time 上課時間	Class days 課堂日期	Module 單元	Date 日期	
SCR 金鐘	18:30-20:00 & 20:15-21:45	Tue 星期二	<b>Business Writing Skills 1</b> (8 lessons/堂) <ul style="list-style-type: none"><li>• Grammar Skills for Business Writing</li><li>• Business Writing Skills</li></ul>	January to March 一月至三月	13/01 20/01 27/01 03/02 10/02 03/03 10/03 17/03
		Tue 星期二	<b>Business Writing Skills 2</b> (8 lessons/堂) <ul style="list-style-type: none"><li>• Email Writing Skills</li><li>• Report Writing Skills</li></ul>	March to May 三月至五月	24/03 31/03 14/04 21/04 28/04 05/05 12/05 19/05
		Thu 星期四	<b>Business Speaking Skills 1</b> (8 lessons/堂) <ul style="list-style-type: none"><li>• Interpersonal Communication Skills</li><li>• Effective Meeting Skills</li></ul>	January to March 一月至三月	15/01 22/01 29/01 05/02 12/02 26/02 05/03 12/03
		Thu 星期四	<b>Business Speaking Skills 2</b> (8 lessons/堂) <ul style="list-style-type: none"><li>• Presentation Skills</li><li>• Negotiation Skills</li></ul>	March to May 三月至五月	19/03 26/03 16/04 23/04 30/04 07/05 14/05 21/05

Course levels 程度: Intermediate (B1) or above 中級 (B1) 或以上  
Course fee 學費 (24 hours 小時): HK\$5,760

English language centre address 英語教學中心地址	
SCR 金鐘	British Council, 3 Supreme Court Road, Admiralty, Hong Kong 英國文化協會, 香港金鐘法院道 3 號