

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	Business Writing Skills 1 (8 lessons/堂) • Grammar Skills for Business Writing • Business Writing Skills	January to March 一月至三月	13/01 20/01 27/01 03/02 10/02 03/03 10/03 17/03
			Business Writing Skills 2 (8 lessons/堂) • Email Writing Skills • Report Writing Skills	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	Business Speaking Skills 1 (8 lessons/堂) • Interpersonal Communication Skills • Effective Meeting Skills	January to March 一月至三月	15/01 22/01 29/01 05/02 12/02 26/02 05/03 12/03
			Business Speaking Skills 2 (8 lessons/堂) • Presentation Skills • Negotiation Skills	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