Professional Business Skills Course
專業商務英語技巧課程

Certificate of Business English Skills
商務英語技巧證書

December 2026 to August 2027
2026 年 12 月至 2027 年 8 月

Venue 上課地點	Class Time 上課日期及時間	Module 單元	Month 月份	Date 日期
SCR 金鐘	Tue 星期二 18:45 to 21:45	Business Speaking Skills 1 (8 lessons/堂) • Interpersonal Communication Skills • Effective Meeting Skills	December to February 十二月至二月	01/12 08/12 15/12 12/01 19/01 26/01 02/02 16/02
		Business Writing Skills 1 (8 lessons/堂) • Grammar Skills for Business Writing • Business Writing Skills	February to April 二月至四月	23/02 02/03 09/03 16/03 06/04 13/04 20/04 27/04
		Business Speaking Skills 2 (8 lessons/堂) • Presentation Skills • Negotiation Skills	May to June 五月至六月	04/05 11/05 18/05 25/05 01/06 08/06 15/06 22/06
		Business Writing Skills 2 (8 lessons/堂) • Email Writing Skills • Report Writing Skills	June to August 六月至八月	29/06 06/07 13/07 20/07 27/07 03/08 10/08 17/08

Course levels 程度: Intermediate (B1) or above 中級 (B1) 或以上
Course fee 學費 (96 hours 小時): HK$18,000
Course fee 學費 (24 hours 小時): HK$4,500

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

Continuing Education Fund 持續進修基金
*The CEF Institution Code of The British Council is 306.
*The CEF Course Code is 38C170721.
*This course has been included in the list of reimbursable courses under the Continuing Education Fund.
*This course is recognized under the Qualifications Framework (QF Level [3])