



Galimatias

Learn something new and be inspired!

INTERNATIONAL MEETINGS & SMALL TALK

Three-day intensive training gives participants a better preparation for taking part in international meetings in English and for networking effectively by utilising fluent small talk during the unofficial programme and breaks.

Target group

This Intensive course training is for you if you feel able to express yourself and discuss issues freely in English, but seek to strengthen your skills in formal communication and widen your mastery of vocabulary and phraseology for official meetings.

Contents

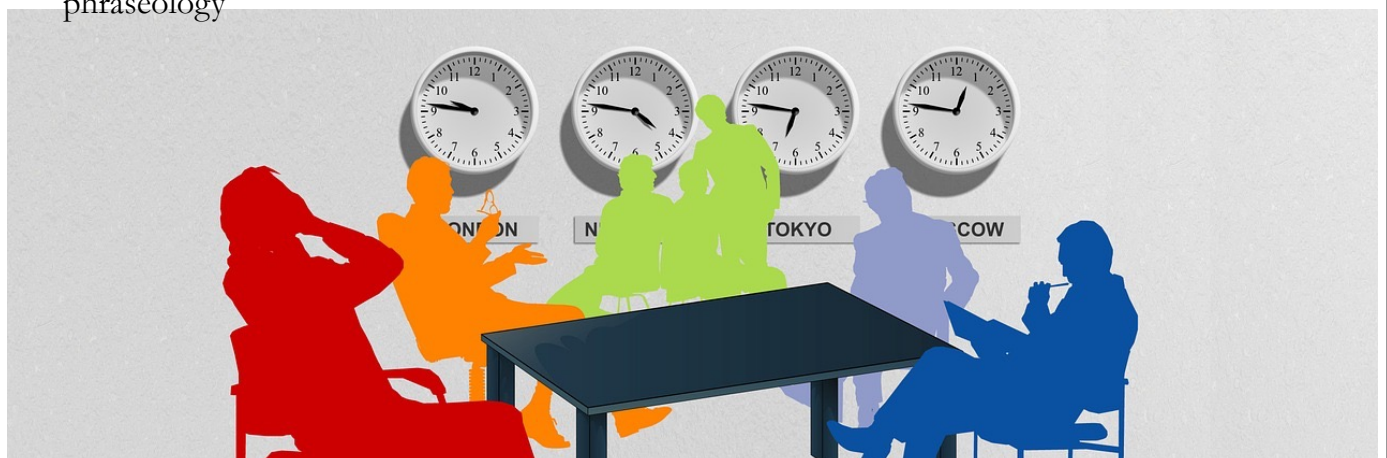
- Small talk; why it is so important
- Introducing to International Meetings; courtesy and procedural phrases for meetings, troubleshooting, expressing opinions, meeting terminology and phraseology



- Planning an agenda
- The role of the Chair, meeting opening remarks, chairing a meeting, summarising and conclusion
- Formal and informal meeting language
- Presenting an argument, taking part in discussion, enquiries, agreeing a compromise, adding conditions, means of persuasion

Implementation

The course will be held at the Galimatias premises in Punavuori (Pursimiehenkatu 29-31 B, 5th floor, 00150 Helsinki). **The training will be preceded by a pre-task and preparatory exercises for the intensive days.**



Galimatias Concept Oy Ab

Pursimiehenkatu 29-31, 00150 Helsinki
www.galimatias.fi, tiina.prauda@galimatias.fi