



SBMB
School Of Language

Business Communication Skills

Build Skills for Changing World

About

The SBMB School of Language was established on 16th July 2021, under the visionary leadership of Shashi Bhushan Singh.

Founded on the belief that language is not merely a tool for communication but a powerful catalyst for building relationships and opportunities, SBMB has grown into a dynamic institution that operates on a global scale.



The school offers high-quality English courses tailored to meet the diverse needs of learners—helping them pursue personal and professional aspirations while enhancing their confidence and fluency.

How to use this guide

You can print this document if you wish, but it is better to read it on screen. Click the links in the document to access other useful online resources such as videos and Level tests, and to find the information you need.



The school offers high-quality English courses tailored to meet the diverse needs of learners—helping them pursue personal and professional aspirations while enhancing their confidence and fluency.

Business Communication Skills

Business communication skills are essential for success in the professional world. When you study and develop business communication skills, you will learn a variety of concepts and techniques that are crucial for effective communication in a business or organizational context. Here are some of the key topics and skills you can expect to learn



Course Structure

Level	Module	Lessons	One Lesson	Total Hours
One	Module 1	48 Lessons	90 minutes	72 Hours
	Module 1	48 Lessons	90 minutes	72 Hours

Eligibility Criteria

English Proficiency Level

Before enrolling to our program, you will undergo a [level test](#) to assess your English proficiency based on the Common European Framework of Reference for Languages (CEFR), an internationally recognized standard for evaluating language skills. The test results will determine the appropriate level for your admission. This ensures that you are placed in the right course based on your current language abilities.

Age Requirement

Applicants must be at least 17 years old. There is no upper age limit, as our program caters to learners of all ages who wish to improve their English skills.

Basic Computer Skills

As our program may involve online learning components, applicants should possess basic computer skills and have access to a device with internet connectivity.

Fee Structure

Credit	Valid for	Price (INR)	Total Hours
48 Credit	4 Months	17600	72 Hours

Each Level Has 2 Modules (1 module = 48 Credits)

Course Content

Presentation skills

Public speaking

Body language

Interview skills

Corporate Etiquette

Business Speaking

Business Writing

Business Reading

Business Listening

Business Strategy

Emotional
Intelligence

Financial
Management

Negotiation

Executive Leadership

Meetings

Business Vocabulary



Know More About
Business Communication
Skills

Levels

The table below outlines the different proficiency levels, ranging from Starter to Business Mastery in Business Communication Skills, which will be determined based on your Level test results. Each Level is of 144 Hours.

A1	Starter	144 Hours
A2	Elementary	144 Hours
B1	Business Preliminary	144 Hours
B2	Business Vantage	144 Hours
C1	Business Higher	144 Hours
C2	Business Mastery	144 Hours

Each Level Has 2 Modules
(1 module = 48 Credits)

Total – 864 Hours



SBMB

School Of Language



www.sbmbschooloflanguage.com



care@sbmbschooloflanguage.com



+91- 8448134525

"Build Skills for Changing World"