



Best Business English Soft Skills

IMPROVE YOUR PERSONAL TRAITS TO
BE AN EXCELLENT COMMUNICATOR



LIVEENGLISHSCHOOL_



What are soft skills?

THEY ARE THE PERSONAL TRAITS THAT ALLOW YOU TO BE MENTALLY ELASTIC, TO ADAPT TO NEW SITUATIONS.



THEY ARE ESSENTIAL FOR ENGLISH LANGUAGE LEARNERS AND THE MOST WANTED BUSINESS SKILLS TOO.

AFTER ALL, NO ONE CAN BE TOO GOOD AT WORKING WITH OTHER PEOPLE, COMMUNICATING CLEARLY, AND BEING CREATIVE.

1 Negotiation



GOOD NEGOTIATORS MAKE THE BEST
OUT OF EVERY SITUATION!

NEGOTIATION CAN:

- IMPROVE YOUR OWN WORK
CONDITIONS AND SALARIES
- GET THE BEST DEALS FOR YOUR
COMPANY
- MAKE SURE YOUR COLLEAGUES ARE
HAPPY WITH THEIR PROJECTS

Key Terms

- Consensus Vs. Majority Tactic
- Concessions Deadlock
- Trade-offs
- Counter-proposal Pitch
- Building confidence
- To be receptive to yield
- To haggle / to negotiate to high-ball
- To set up a contact
- I agree with you on that point
- From my perspective...
- I'm afraid that doesn't work for me

2 Communication



COMMUNICATION IS NOT JUST TALKING TO
PEOPLE OR LEARNING NEW LANGUAGES

IT'S A SKILL THAT INVOLVES ACTIVE
LISTENING, INTERPRETING, CONSULTING,
CONFIRMING, ORGANISING, LEARNING.

PEOPLE ABSOLUTELY LOVE GREAT
COMMUNICATORS – ESPECIALLY AT
WORK.

THE GOOD NEWS IS, YOU CAN LEARN TO
BE A GREAT COMMUNICATOR YOURSELF.

Key Terms

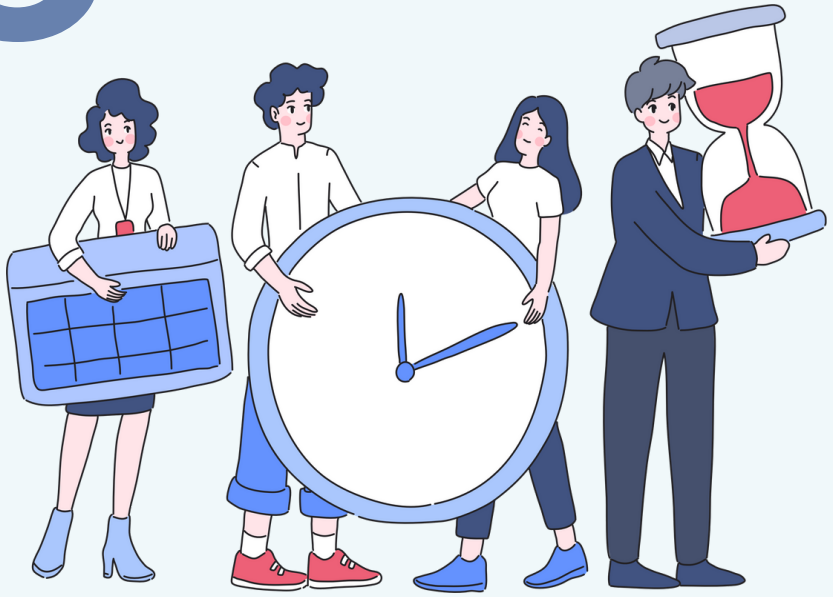
PRESENTATIONS

- to allocate to brainstorm
- to implement
- to call a meeting

MEETINGS

- to start with ...
- turning now to...
- For example, ...
- Compared to last year
- In conclusion
- Finally
- General Questions

3Time-management



TIME-MANAGEMENT IS ONE OF THE
MOST IN-DEMAND SOFT SKILLS

PEOPLE WITH EXCELLENT TIME-
MANAGEMENT SKILLS DON'T HAVE TO
WORRY ABOUT DEADLINES, MISSING
MEETINGS,

THEY HAVE IT ALL UNDER CONTROL,
THANKS TO LOTS OF PRACTICE AND A
SOLID SYSTEM.

4 Problem - Solving



THERE'S NO POINT IN TELLING PEOPLE
YOU'RE A PROBLEM SOLVER - THEY
NEED TO SEE IT!

OUR MANAGERS, COLLEAGUES, EVEN
OUR FAMILY AND FRIENDS REALLY
APPRECIATE IT WHEN WE MAKE THEIR
LIVES EASIER AND COME UP WITH
CREATIVE, HELPFUL SOLUTIONS TO
PROBLEMS!

Soft Skills + English Skills = --- PROFESSIONAL 2.0



IF YOU WANT TO BE A GREAT
PROFESSIONAL NOWADAYS THERE ARE 2
MAIN INGREDIENTS YOU NEED TO ADD
TO YOUR CAREER:

- ENGLISH LANGUAGE
- SOFT SKILLS

We at Live English can help you:

IMPROVE YOUR ENGLISH SKILLS AND
SOFT SKILLS IN ORDER TO GROW AS A
PROFESSIONAL.

WE HELPED MORE THAN 8.000
PROFESSIONALS BOOST THEIR
CAREERS.

YOU CAN MAKE A CAREER CHANGE TOO.

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