



KELLY & ASSOCIATES s.r.o.

In the list below, please check (✓) the skills you wish to improve

Grammar	
Technical vocabulary	
General vocabulary	
Business vocabulary	
Listening comprehension	
Reading comprehension	
Writing skills	
Speaking skills	
Art of diplomatic communication	
Writing emails	
Writing assignments	
Writing business trip reports	
Writing project status reports	
Writing lecture/seminar notes	
Writing reports	
Writing emails	
Writing meeting minutes	
Writing executive summaries	
Participating in discussions	
Participating in and/or chairing meetings	
Asking questions; responding to questions	
Giving oral presentations	
Speaking over the telephone	
Speaking in a conference call/video conference	
Speaking in a negotiation	
Small talk skills	
Making a good first & lasting impression	
Time & priority management	
Listening skills	
Maintaining high ethical standards	
Business survival skills (understanding the nuances of international communication)	
International business travel skills	
Presentation skills	
Video conferencing skills	
Negotiation skills	
Cultural awareness and integration	
Customer service skills	
Telephoning skills	
Others (please specify)	

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