

# Professional Business Skills Course Timetable 2025

## XinYi Teaching Centre

Courses	Days	Time	Course Period	Class	Total Hours	Fee (NTD)
						(新台幣)
Professional Business Skills: Grammar skills for business writing (8 lessons)	Thu	18:45 - 20:15	03 April – 29 May (No class on 01 May)	PBS	12	7,800
Professional Business Skills: Interpersonal communication skills (8 lessons)	Thu	20:30 - 22:00	03 April – 29 May (No class on 01 May)	PBS	12	7,800
Professional Business Skills: Business Writing (8 lessons)	Thu	18:45 - 20:15	05 June - 24 July	PBS	12	7,800
Professional Business Skills: Effective meeting skills (8 lessons)	Thu	20:30 - 22:00	05 June - 24 July	PBS	12	7,800

Course name	Course length	Price
Professional Business Skills	12	7,800

★ The minimum number of students in a class is 7 and the maximum is 16.

★ *All fees are inclusive of course materials.*

★ 'Current students' refer to any students who continue from one course directly onto the next course.

★ Registration is only complete when the full fee has been paid.

★ DBS/Citibank credit card users can pay course fees in three or six instalments upon any single transaction above NTD \$10,000. **(Card in office only)**

★ Contact us at 02 8722 1000 (XinYi center), email [english.courses@britishcouncil.org.tw](mailto:english.courses@britishcouncil.org.tw) or visit our website <http://www.britishcouncil.org.tw> for further details.