

DILIGENCE ACADEMY

# Professional English

English learning material for this module.

| Focus | Lesson note                                          |
|-------|------------------------------------------------------|
| 1     | Use Could you...? for polite requests.               |
| 2     | Use I agree and Could you clarify that? in meetings. |
| 3     | Close professional emails with Kind regards.         |

Study tip: read the PDF, listen to the audio, watch the video, then complete the practice quiz.