

The 'New Business' Course

A combination of General and Business English

Key Facts :

- **Level:** pre-intermediate to advanced B1 to C2
- **Length of stay:** 1, 2, 3 or 4 weeks
- **Minimum Age:** 23 – no upper age limit
- **Class Size:** Max 10 in the mornings 12 In July/August and maximum 4 each afternoon
- **Hours:** 30 hours tuition per week
- **Plus:** Two evening social activities per week

Commencement every Monday throughout the year with the exception of Christmas/New Year.

Who is this course suitable for?

New Business is suitable for anyone needing to improve their communication skills in English for their work - for example:

- **Young professionals**
- **Postgraduates in business studies**
- **Early-in-service employees**
- **Job Seekers**
- **Job Changers** } needing to improve their English for a new job

The age range of candidates on this course is mostly 23 to 50 in the afternoon business classes. The age range of the morning General English classes is anything from 16 to 70 but please note that the majority of students in the morning classes are aged 20 to 40.

Daily Timetable:

- 09.00 to 12.30 including a 20 minute break: You will join a General English Class at your level. There will be a maximum of 10 candidates per class (12 in July / August). These classes focus on improving grammar, vocabulary, confidence and fluency.
- 12.30 to 13.20: Lunch-time - light lunches are available at TIS or in the nearby pubs and cafés.
- 13.20 to 16.40 including a 20 minute break: In the afternoons you will join the Intensive Business English group classes (maximum 4 per class). These are intensive sessions and include a variety of business related topics based on a four week revolving programme of Communicative Business Language. A lot of emphasis is placed on communicative language in the work place.

Depending on how long you stay, the afternoon Business English topics include:

- Business Language - to help you use English in a working environment.
- Meetings and Negotiations - simulated meetings on a topic of interest to all.
- Discussions - text or video based to enable you to expand your vocabulary and use new grammar structures.
- Presentations - both giving and listening to. You will be asked to make a presentation which can be work-related and which will enable you to use vocabulary applicable to your work. These presentations are followed by a question and answer session with the rest of the class.
- Telephoning - practice in telephone language techniques and role play.
- Social Language - the development of social skills in English e.g. language of introductions.

Social Programme:

Two evenings of social activities are included each week and there is an optional programme available at weekends which you may join if you wish.

At the end of your course you will receive a Progress Report, Diploma and recommendations for future study.

