

# English for International Banking & Finance

## A Combination Course in English for banking and financial sectors

30 hours tuition per week (15 hours 1-1 and 15 hours mini-group)

### Key Facts

- **Level:** pre-intermediate to proficiency B1 to C2
- **Length of stay:** 1 or 2 weeks
- **Minimum Age:** 25 – no upper age limit
- **Class Size:** 1 to 1 in the mornings and maximum 4 each afternoon
- **Hours:** 30 hours tuition per week
- **Plus:** 2 evening social activities per week

### Who is this course suitable for:

This course is aimed at clients actively involved in the world of Banking & Finance and who already have an intermediate or higher level of English. Our objective is to give you language training which will strengthen your existing skills and help you to use English in your day-to-day business life with increasing confidence. You and your teacher plan your programme together thereby ensuring that you get a course tailor-made to suit your specific needs.

**English for International Banking & Finance can take place over 1 or 2 weeks** and there are commencement dates on almost every Monday throughout the year. The course structure is similar to Combination Business English i.e. 3 hours 1-1 tuition in the mornings and small classes of not more than four people for 3 hours each afternoon.

**Mornings 08.40 to 12.00: 3 hours of private tuition with a teacher** who specialises in teaching English for International Banking and Finance. As this is a private session you will have the opportunity to plan the course with your teacher so that you can focus on the vocabulary, grammar and topics appropriate to your work. For example, the **banking and finance topics** which can be studied could include:

- The Bank of England: Its role and function in the context of the British Economy
- Types of Banks and their functions
- Banking Products
- Financial News
- Foreign Exchange
- Investment Trusts / Funds
- Company Finance
- The Stock Exchange and types of shares
- Key Accounting Principles and Vocabulary
- International Trade and Commerce



**Elective Topics:** Project work and discussion topics can be chosen by you - for example, monitoring a company's progress during the course and giving a presentation. Extensive use is made of authentic material (e.g. Company Reports / The Financial Times / videos etc.) and we recommend that you bring some of your own material with you if you wish to cover something specific to your own company.

**Afternoons 13.20 to 16.40:** 3 hours daily in a class of maximum 4 people (according to level). The afternoon sessions will be aimed at communicative language in the work place on a four week revolving programme. Topics will be selected from the following:

- **Meetings and Negotiations** - simulated meetings on a topic of interest to all
- **Discussions** - to expand your grammar and vocabulary in communicative situations
- **Presentations** - both giving and listening to. You will be asked to make a presentation which is frequently work-related to 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, eating out, polite phrases—i.e. how to say the right thing

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