

Intensive Business English

*A mini-group course in English for business and professional purposes
30 hours tuition per week (maximum 4 per class)*

Key Facts :

- **Level:** pre-intermediate to advanced B1 to C1
- **Length of stay:** 1, 2, 3 or 4 weeks
- **Minimum Age:** 23 – no upper age limit
- **Class Size:** Maximum 4 per class
- **Hours:** 30 hours tuition per week
- **Plus:** 2 evening social activities per week
- **Commencement dates:** Every Monday - see Dates & Fees for recommended commencement dates

Who is this course suitable for:

This course is aimed at clients working in a wide range of business fields and who need to improve their English in a short period of time. The main objective of this intensive course is to improve your understanding of English and to help you communicate more effectively and with greater confidence whatever your business or profession.

COURSE CONTENT The following typically form an integral part of the course:

- **Grammar** - revision of basic structures and introduction to new structures.
- **Business and Professional Language** - to help you use English in a working environment according to your particular needs.
- **Meetings and Negotiations** - simulated business meetings or 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.

The focus in the mornings is on grammatical accuracy and fluency and the afternoons follow a four week programme concentrating on the skills and language needed for meetings, presentations, telephoning etc., i.e. Communicative Language.

With all communicative work, the feedback afterwards is of vital importance to identify strengths and weaknesses. In addition to the constant monitoring, our teachers use a variety of technical equipment to help you see and hear yourself communicating in English.

THE TIMETABLE

Monday to Friday inclusive

- **08.40 - 10.00 Classroom Work**
- **10.00 - 10.20 Coffee Break**
- **10.20 - 12.00 Classroom Work**
- **12.00 - 13.10 Lunch with a teacher**
- **13.20 - 15.10 Classroom Work**
- **15.10 - 15.30 Tea Break**
- **15.30 - 16.40 Classroom Work**

Homework is given daily



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