



BUSINESS ENGLISH

Our Business English courses offer a great opportunity to practice and improve your Business English communication skills with other pre-service or experienced learners.

Courses are tailor-made to the needs of the participants. A thorough needs analysis is conducted during the first lesson and a plan is made on how best to incorporate various Business-related topics and functions.

Lessons are centered on a communicative basis where students will either simulate common business functions (such as meetings, presentations and emails) or offer the chance to have stimulating discussions about a variety of business topics (such as finance, management, industry and international relations).

Your tutor will motivate you, build your confidence in your communication skills and to help you deal with your professional needs effectively, in the shortest time possible.

Business English 20

Course Timetable:

Maximum Class capacity:	8
Number of Lessons:	20
Total hours:	15 hours per week
Minimum Level:	Intermediate

Business English Intensive

Course Timetable:

Maximum Class capacity:	8 (mornings) & 1 (one-to-one)
Number of Lessons:	20 group lessons & 10 one-to-one
Total hours:	22.5 hours per week
Minimum Level:	Intermediate

Course Details:

Our Business course offers a choice of the following:

Communication Skills

- ✓ Effective delivery of presentations
- ✓ Effective participation in meetings
- ✓ Dealing with negotiations
- ✓ Improving telephone skills
- ✓ Improving Cross-cultural awareness and communication
- ✓ Improving job interview skills
- ✓ Effective Business writing – reports, business letters, CVs, emails
- ✓ Discussions about current events in the business world
- ✓ Improving social skills in the business world

Language Skills

- ✓ Pronunciation, word stress and intonation
- ✓ Grammar
- ✓ Business vocabulary and common expressions
- ✓ Punctuation in professional correspondence