

# Business English Course Profile



## Business English Group Course

We analyse and define your unique needs as a Business English trainee and as a professional, we tailor our courses according to these needs. Working together with you, we motivate you, build your confidence, focus on your developmental areas and help you achieve effective communication skills in the shortest possible time and in a professional yet friendly environment.

- **Class capacity:** Maximum 6
- **Number of Lessons:** 20
- **Total hours:** 15 per week

Our Business course offers a choice of the following:

### Communication Skills

- Effective presentations
- Effective meetings
- Effective negotiations
- Using the telephone professionally
- Cross cultural communication
- Job interviews
- Business writing – reports, business letters, CVs, emails
- Current issues analysis and discussions
- Social skills in the business world

### Language Skills

- Pronunciation, word stress and intonation
- Grammar
- Business vocabulary and expressions
- Punctuation

In class, the trainees, in conjunction with the trainer, discuss and decide which of the above subjects will be taught during the week. Not all of the above subjects can be taught in one week due to time constraints. After the first session the trainer designs your course for the week.

## Business English Private Tuition

Your studies can be maximised by taking a private tuition course. This is individually designed to meet your professional needs to allow you to work confidently and successfully in the international language of today's business world. This course is ideal for business professionals who have limited time available to practise English. During these one-to-one sessions you can choose to focus on a number of skills that you need to develop. This course can be combined with the Business English Group Course or as a stand-alone course. Each student booking this course is provided with a Needs Analysis form. From this the tutor can design the private lessons according to the students' needs.

*All lessons are of 45 minutes duration. Classes are held in the morning from 09.00 to 10.30 & 11.00 to 12.30 or in the afternoon from 13.00 to 14.30 & 15.00 to 16.30. Students taking Intensive English Courses will have lessons in the morning and in the afternoon. The school reserves the right to alter any course or change the timetable if and when necessary.*



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