



ENGLISH FOR PROFESSIONALS

EXECUTIVE COURSES AND ENGLISH FOR SPECIAL PURPOSES



Executive English Programs

This course is designed for international business executives and other professionals who need to achieve English fluency in a work and social context. Participants need to communicate effectively in order to advance their careers or interact with English speaking partners. The program focuses on business topics, presentation techniques, current events, negotiations, and inter-cultural communication strategies. In addition to developing language skills, inter-cultural communication strategies and specialized vocabulary, students will explore special interest topics and perform job-related simulation activities.

- Courses are dynamic, practical and skills-based
- Learn in small classes in TLA's Executive Suite
- Learn general business terminology, idioms and phrases
- Discuss your needs as well as your classmates needs in order for our teacher to plan a program that covers these topics
- Increase your confidence by making presentations, using critical thinking, problem solving and conducting negotiations
- Gain intercultural awareness by interacting with professionals from other countries, sharing ideas and comparing corporate culture and national economies

EXECUTIVE

17 hour mini group course

EXECUTIVE PLUS

17 hour mini group course plus 5 private lessons

- Combine group lessons with 5 private lessons per week

SUPER EXECUTIVE

17 hour mini group course plus 10 private lessons

- Combine group lessons with 10 private lessons per week

Participants: maximum 5

Minimum age: 21

Levels: B1 Intermediate to C2 Advanced

Courses begin: every Monday

Prior to your arrival:

TLA will send you a needs analysis questionnaire to access your goals and objectives and to help the teachers select adequate materials and topics.

A weekly plan of goals and objectives will be presented to the class at the beginning of the week. You will discuss the course contents with your teacher and fellow classmates to ensure that the plan includes topics of your interest.

During your course:

We manage the group courses to balance the needs of all clients in the class and you.

You will discuss the course content with your teacher and fellow classmates so that you have input into the weekly plan to ensure that you are meeting your objectives.

TLA courses are designed to meet a range of needs and objectives, and will typically include:

- Negotiations – sales, promotion and persuasion
- Presentations – presenting your own work, organization and products/services
- Social Situations –networking, introductions, American and international company communication styles
- Effective use of phone and social media
- Written communication – reporting and writing

At the end of your course:

You will receive a TLA Executive Course Certificate of Completion. Upon request, a report and recommendations from your teachers will be provided.

BUSINESS ENGLISH CERTIFICATE (BEC) VANTAGE COURSE

This program is designed for international business students, executives and other professionals who need to achieve English fluency for work and business related networking. Participants will prepare for the Business English Certificate and strengthen their English skills in order to advance in their careers and interact with English speaking partners.

- Practice the English you need for business, for your future and career. Gain the language, skills and knowledge of US culture that will help you succeed in the English-speaking business world.
- Improve your fluency and accuracy and learn the correct language used in an English-speaking workplace
- Practice skills such as: giving opinions, making recommendations, presenting different scenarios, solving problems, negotiating contracts, using the telephone in English and giving presentations
- Concentrate on the four skills of reading, writing, listening and speaking tested for in the Cambridge BEC test
- Prepare for a highly-regarded international qualification that shows employers your skills for using English in the workplace

Participants: maximum 8

Minimum age: 18

Level: B2 Upper Intermediate

Hours per week: 17

Course duration: 2 or 4 weeks

Courses begin: set start dates



English for **Specific Purposes (ESP) Mini Group**

ESP courses are designed to meet specific needs of the learners.

English for Specific Purposes (ESP) learners need to communicate effectively in order to advance their careers and interact with English speaking professional partners around the globe. The English for Specific Purposes Program is fluid and dynamic in nature and the content can be custom-tailored to the needs and requirements of each group. In addition to developing language skills, inter-cultural communication strategies and specialized technical vocabulary, students will explore current trends in their specific industries and perform job-related simulation activities.

OIL & GAS

The “English for Oil & Gas” course is a program designed for professionals who need to achieve English fluency within this rewarding and dynamic industry.

- Develop specialized technical vocabulary, language skills, and inter-cultural communication strategies that can be applied to real-world situations through, through simulation activities
- Explore current trends in the industry and compare national and international industry trends

HUMAN RESOURCES

The “English for Human Resources” course is a program designed for HR professionals who need to develop their English language skills in order to communicate effectively across all levels of their organizations.

- Develop the language abilities and inter-cultural communications skills needed to succeed in today’s global marketplace
- Develop language skills encompassing a wide range of HR functions, from recruitment to management changes and conflict resolution

BUSINESS AND FINANCE

The “English for Business & Finance” course is a program designed for CEOs, CFOs, financial professionals and managers who need to achieve English fluency in order to succeed in today’s global economy.

- Develop key business and financial terminology, international commerce, and inter-cultural communication strategies needed to succeed in the global marketplace
- Improve your ability to communicate effectively in a broad range of business situations, including presentations, negotiations, and meetings
- Develop language skills through stimulating interactive activities and explore current trends in the industry

AVIATION

The “English for Aviation” course is a program designed for pilots, air traffic controllers and other professionals who need to achieve specific skills described in the ICAO Level 4 Language Profile.

- Develop industry-specific vocabulary, language skills, and communication strategies that can be applied to real-world scenarios



LAW

The “English for Law” course is a program designed for attorneys, law students, and other law practitioners who work in English-speaking countries or international settings.

- Develop specialized legal vocabulary, language proficiency in legal contexts, and communication/presentation strategies necessary for international law practitioners
- Practice interacting confidently across international legal and business settings

Participants: maximum 8

Minimum age: 21

Hours per week: 17

Course begin: set start dates

THE TEACHING KNOWLEDGE TEST (TKT) COURSE

This course is designed for international English teachers who need to achieve English fluency, gain presentation skills, enhance their communication and teaching strategies, and practice teaching to prepare for the Cambridge ESOL Teachers Knowledge Test.

- Review and discuss language and background to language learning and teaching
- Plan lessons
- Get introduced to up to date resources for language teaching
- Study and practice classroom management techniques
- Observe lessons
- Teach practice sessions
- Focus on learning effective tasks used by English language teachers
- Prepare for the Cambridge ESOL Teaching Knowledge Test

Participants: maximum 8

Course duration: 2 or 4 weeks

Courses begin: set start dates

TLA Fort Lauderdale – An excellent choice for professionals

- Ft Lauderdale is a major English speaking city in South Florida and one of the fastest growing centers for business and international trade
- Time magazine recognized Fort Lauderdale as one of America's top 15 "Hot Spots" for job growth and the city is now known as the Capital of the Internet Coast
- It is a vibrant and wealthy community, with a residents' young median age and an average household income well above the national American average
- Rated one of the top ten best downtowns in the USA by Liveability.com
- Fort Lauderdale international airport offers hundreds of direct flights to South America and Europe

After Class Activities:

Every week, we suggest a range of social and cultural activities, giving you the chance to further improve your skills in a relaxed social environment and to network with like-minded professionals from all across the globe.

Executives in private lesson programs also enjoy a complementary lunch with their teacher during their course.

Typical activities include:

- Famous Fort Lauderdale beach and watersports
- Local theatre and music performances
- Meals on Las Olas
- Museum and gallery tours
- Weekend trips to Key West and The Bahamas
- Excursions to The Everglades
- Fort Lauderdale Canals Cruise

Extra available activities:

Golf, Tennis, Yachting, Sail boarding, Scuba, Snorkeling



Accommodation LIVE IN THE USA

One of the keys to the success of your American experience and English language learning is related to a comfortable living arrangement. At TLA we are committed to finding the highest possible quality and options for professionals that learn English in our programs.

- TLA has a network of families who can offer you the experience of living in an American home
- TLA can arrange a stay at a variety of fully furnished apartments and hotels

