

ENGLISH WITH CAREER SKILLS

A business English course for teenagers and young professionals. Small class sizes that take place in our Executive Centre.

COURSE SUMMARY

Language level	B1 (intermediate) and above
Course length	2 weeks (lessons only) 4 weeks (2 weeks lessons and 2 weeks practical career skills) 8 weeks (4 weeks lessons and 4 weeks practical career skills)
Lessons per week	25 (55 minutes each)
Lesson times	Monday to Friday Classes: 09.30–12.30 and 13.30–16.30 Practical career skills: 09.00–13.00, plus one hour tutorial with the teacher every afternoon and academic research.
Class size	6 maximum
Age	16 and above
Start dates	2 weeks: 05 July, 02 August 2021 4 weeks: 05 July, 02 August 2021 8 weeks: 05 July 2021

WHO IS THIS COURSE FOR?

This course is designed for undergraduates or young professionals to improve their English and practical skills for their careers. It's a great boost to your CV.

WHAT WILL I LEARN?

Get a head start in the world of business or use these skills in any career, with a Business English course specifically for young people.

Topics include:

- › Identifying key skills for good leadership
- › Writing a successful CV and personal statement
- › Writing cover letters and emails
- › Presentations, including intonation and handling questions
- › Effective communication techniques: what good managers do
- › Develop team-building skills
- › Listening skills and useful expressions
- › Negotiations and role play
- › Mock interviews

You will be placed in a class with people of a similar language level as you.

PRACTICAL CAREER SKILLS

Learn practical career skills from real departments at IH London, including HR, Sales & Marketing, Modern Languages, Student Services and Finance. IH London staff will share their knowledge and experience with you, and there will be the opportunity to volunteer in some of the departments.

SAMPLE TOPICS

Human Resources

- › Writing a successful CV
- › Preparing for job interviews – questions to ask and questions to answer
- › Conducting interviews

Marketing

- › Social media platforms and types of campaigns
- › Language style for different marketing campaigns
- › Creating marketing templates for print and online

Finance

- › Discussing figures and trends
- › Analysing and discussing balance sheets and profit & loss accounts

IT

- › Computer and technology related vocabulary

Career skills

- › Preparing and delivering a presentation in a professional environment
- › Language and culture of negotiations
- › Writing work emails
- › Work meetings: organising, running and closing a meeting
- › Managing a project effectively

WHAT WILL I ACHIEVE?

- ✓ Confidence speaking in English
- ✓ Communicate more fluently in a professional setting
- ✓ Volunteering experience in an international charitable trust
- ✓ Advance your CV
- ✓ Effective language to negotiate
- ✓ Working as part of a team
- ✓ Your accuracy in business English will improve
- ✓ You will develop in all four skills – listening, reading, writing and speaking
- ✓ A certificate with your new English level

WHAT CAN I DO NEXT?

- › Use your new English and career skills to get a promotion or a new job
- › Use your new skills and experience to apply for higher education
- › Gain an English language qualification (pages 36–48)



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