

Linguarama - Virtual English for the Workplace



High Intensity business English Course


+


Combining virtual Group tuition with E-learning to maximize results

About the course

English for the Workplace is a unique **language training package** that combines virtual group coaching and E-learning to provide you a cost-effective solution to developing your business English.

Course benefits:

- ✓ Build your confidence when leading and attending meetings, both virtually and in person
- ✓ Present to colleagues and international audiences using clearer and more concise English
- ✓ Learn and practice language for small talk and networking in international business

Linguarama – Who we are

Linguarama offer language training solutions across 50 different countries in over 30 languages and has an international network of over 20 training centres across Europe. We work closely with over 2000 corporate clients each year.



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Part 1

Intensive virtual Group Coaching



Getting started To begin, you will undergo 4 days of **intense virtual group coaching** that will accelerate your business English and provide you with language skills that can be immediately applied to your job role.

Content The course will focus on the language needed in international business:

- **Day 1 - Socialising:** getting to know each other, starting and maintaining a conversation
- **Day 2 - Meeting:** leading and participating in international meetings, giving opinions
- **Day 3 - Presentation:** talking about your company, being short and concise, dealing with questions
- **Day 4 - Conference call:** phone manners, checking and clarifying, reacting to others

Available level groups The course will take place in a group of 2 – 8 **participants of a similar level**. We will place you in one of the following 3 groups:

A level
Elementary

B level
Intermediate

C level
Advanced

How do you ensure I am in the right group?

Before the start of tuition, you will be contacted by our Director of Studies for a **Pre-course assessment** that consists of a **10-15 minute telephone interview** and a **40 minute online test**.

This will determine your exact level of English as well as provide insight into which group you would be best suited for.

Schedule

11 – 14 November 2024 | *Can't make it? Email inkerabbotts@linguarama.com for more dates*

08:00 – 09:30 & 10:00 – 11:30 UK Time | 3 hours per day with a 30-minute break

Course takes place on **WebEx**, an advanced video conference tool similar to Zoom. You will be sent a link in advance in order to be able to join the training each day.

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Part 2

Flexible virtual Group Coaching



What's next?

We will give you access to participate in **5 virtual business English lessons** (also known as webinars).

A virtual business English lesson will put your new found language skills and knowledge to the test by getting you to take part in a range of training exercises on topics selected by you.

Who will be in each lesson?

Each lesson will take place in a group of maximum **8 multi-national participants** from around the world and of a similar level.

What sort of lessons will I have to choose from?

You will have access to over **50 different lessons** that cover different topics. You can simply register onto the ones you'd like to attend.

The schedule will be displayed on your learning portal homepage (see right). We will only display lessons that are suitable for your level of English.

My webinars

You can book 5 webinars
Webinar help | Check your Webex

- Business skills: meetings & negotiations >**
Practise taking part in and leading business meetings in English. [Find out more and book](#)
- Business skills: presentations >**
Learn the language you need to give effective presentations in English. [Find out more and book](#)
- Business skills: telephoning & emails >**
Practise the language you need to make effective telephone calls. [Find out more and book](#)
- Business skills: socialising >**
Practise using English in social situations and small talk. [Find out more and book](#)
- Fluency & vocabulary >**
These webinars will help you extend your vocabulary and fluency. [Find out more and book](#)
- Grammar >**
Want to improve your English grammar? Join one of these webinars! [Find out more and book](#)

You can expect to see lessons on (but not limited to):

- **Participating in Meetings** – practice language for participating in meetings effectively in English
- **Presentations** – practice guiding your audience through your presentations effectively in English
- **Dealing with telephone problems** – practice dealing with problems on the phone
- **English for the Workplace** – practice talking about and discussing work in English
- **Talking about the present** – practice talking about current situations and events in the present

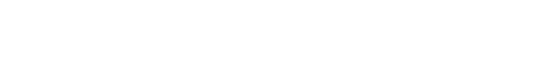
Schedule

Flexible dates – there will be more than one date and time available for each lesson

60 or 90 minute lessons to choose from (duration varies depending on topic)

Each lesson will take place on **WebEx**, an advanced video conference tool similar to Zoom. You will be sent a separate link for each lesson in advance in order to be able to join the training.

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Part 3

Business English e-learning



- **Last but not least** The final part of your training will be to complete **25 hours of targeted business English exercises** via our e-learning platform Linguarama Connect.
- **How does it work?** We will set you on a pathway based on your needs and level of English.

A pathway is simply a series of exercises based around the CEFR framework that we place in a particular order for you to complete (see right).

These will work hand in hand with your virtual classes, as the exercises included will continue to develop your English in the same context.

There will be a **test at the end of each topic** along with a final test once all exercises have been complete.
- **Duration** You will have **3 months** to complete the exercises. This will ensure your tuition is as effective as possible.
- **Activities** On top of the 25 hours of e-learning exercises, you will have access to the following add-on activities:
 - **Checklists & Templates:** business templates which you can download to help with your work
 - **Listening Comprehension Exercises:** authentic listening materials to work on your accent and overall listening skills
 - **Games, quizzes and video of the week:** quick and fun exercises to practice whilst on the move
 - **The News in English:** direct access to the latest news articles with listening comprehension exercises
- **Available on** The platform is available to download on **mobile, desktop and tablet**

My blended learning pathway

Business Plus
Click here to see your pathway objectives.

0% completed. You last updated your pathway on 10.10.2020.

- Presentations**
 - Effective presentations
 - Opening your presentation
 - Giving your presentation
 - Ending your presentation
- Meetings**
 - Discussing a point
 - Making suggestions in meetings
 - Building your confidence in meetings
 - Leading a meeting
- Conference calls**
 - Checking your understanding
 - Opening a conference call
- Socialising**
 - Starting a conversation
 - Managing the conversation
- Writing emails**
 - Writing formal emails
 - Writing informal emails
- Vocabulary**
 - Extending your vocabulary at work : emails
 - Extending your vocabulary at work : texts
 - Extending your vocabulary at work : presentations
- Grammar**
 - Spotlight on verbs and tenses
 - Asking questions
 - Spotlight on prepositions



Sample meetings



Sample emails



Sample presentations

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Course fees

Accredited by the
 BRITISH COUNCIL
 for the teaching
 of English in the UK

English for the Workplace	42 hours of learning
+ Intensive Virtual group tuition	12 hours
+ Virtual business English lessons	5+ hours
+ E-learning	25 hours
TOTAL cost per person	£450 per person

What's included

- ✓ **Pre-course assessment:** online test and telephone interview
- ✓ **4 day virtual group coaching (11 – 14 November 2024)**
- ✓ **5 virtual business English lessons** in a small group (to be completed within 3 months)
- ✓ **25 hours of e-learning** (to be completed within 3 months)
- ✓ End of training certificate with CEFR level

Payment terms

Payment to be made before the start of the course.

You can pay with invoice (bank transfer) or card (online payment).
 There is no VAT charged on English tuition.

Client feedback

“I liked virtual tuition very much. I was particularly pleased with my trainer. He was professional and has lot of knowledge. He has helped me with grammar, structure, meetings and presentations. All things I must participate in at work”

“My online course was very intensive but I've learnt a lot. I've realized that I was making mistakes when I speak that I don't make in writing. My pronunciation and accuracy got better thanks to the e-learning activities. I feel much more confident now when I join my team conference calls”

Your Linguarama contact

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