

# Combination Business English

A Combination of one to one and mini group classes

30 hours per week



## Course Objective

Our objective is to give you language training which will strengthen your existing skills and help you to use English in your day-to-day business life with increasing confidence. One of the great advantages of a course like this is that you and your teacher plan your programme together thereby ensuring that you get a course tailor-made to suit your specific needs.

This course is available for 1, 2, 3 or 4 weeks and you can commence on almost every Monday throughout the year. Levels of English vary from Pre-intermediate to Advanced. The course structure is 3 hours 1-1 tuition in the mornings and 3 hours each afternoon in small, homogeneous classes of not more than four persons.

## Timetable

**Mornings 08.40 to 12.00:** 3 hours daily of 1-1 tuition. Typically the mornings will cover Grammar, Business Language and Vocabulary, but as this is a private session you will have the opportunity to plan the course with your teacher so that you can focus on the topics and vocabulary appropriate to your needs – e.g. preparation for a special presentation, meeting or series of negotiations. Here are some of the topics that you might wish to cover:

- Grammar: revision of grammatical structures and introduction to new structures
- Social Language: introductions, social functions, apologies, polite phrases etc.
- Discussion: topics of specific and general interest to help you improve your discussion and conversation skills
- Professional Language: vocabulary relating to work, the company, products, costs, prices, etc
- Presentations: on a topic of your choice with video and PowerPoint
- Telephoning: practice in telephone techniques
- Resources: sources of material include course books, authentic business publications such as the Financial Times, numerous specialised textbooks and the Internet as well as DVD, Video camera and PowerPoint

**Afternoons 13.20 to 16.40:** 3 hours daily in a class of maximum 4 persons (according to level). The afternoon sessions will be aimed at communicative language in the work place on a four week revolving programme (available on request). Topics will be selected from the following:

- Meetings and Negotiations - simulated business meetings or meetings on a topic of interest to all.
- Discussions - to expand your grammar and vocabulary in communicative situations.
- Presentations - both giving and listening to. Participants make a presentation which is frequently work-related to enable you to use vocabulary applicable to your work. These presentations are followed by a question and answer session with the rest of the class.

Level: **Pre-intermediate to Proficiency**  
**B1 to C2**

Course Length: **1, 2, 3 & 4 weeks**

Minimum Age: **23 (mostly 30 to 55)**

Number of Lessons: **30 hours per week**

Class Size: **1 in the morning & 4 in the afternoon**

**FACT FILE**

- Telephoning - practice in telephone language techniques and role play.
- Social Language - the development of social skills in English. For example, the language of introductions, eating out and polite phrases.

**Optional Lunches with a teacher** are also available each weekday in a small group with other Business clients.

### **Social Programme:**

Two evenings of social activities are included each week and there is an optional programme available at weekends which you may join if you wish.

**At the end of your course you will receive a Progress Report, Certificate and recommendations for future study.**