# **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.

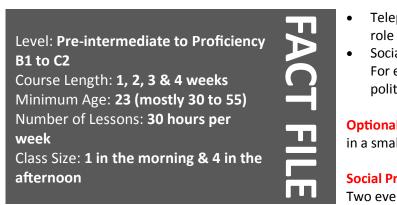
#### Timetable

**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.



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

- 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.

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