

Business English mini group

In the world of international Business, a sound knowledge of English is the key to success. Our Business English courses are designed for experienced business people, professionals and company personnel to help them develop their ability to communicate effectively in the workplace. Students just beginning or aspiring to a career in business would also find this course beneficial.

The following Business Skills and topics are discussed:

- Presentation and Negotiations
- Marketing and Management
- Social skills in business
- Telephone Communication
- Emails, Reports and letter Writing
- International Banking and Finance
- Business Ethics
- Advertising
- CVs & Interviews
- Leadership & Decision-Making
- Management planning and strategy
- Goal – setting
- Language of Meetings
- Human Resource Management

4 lessons per day with a break every two lessons

Course Points:

- Pre Intermediate to Advanced levels
- Beginner and Elementary students are to book private lessons
- Maximum 6 students per class
- FREE USB Flash Drive with selected self-study course materials
- Placement Test
- Daily homework
- Monthly test & progress reports
- Use of self study centre
- Certificate of course completion
- Course intake every Monday
- Minimum course 1 week

Intensive Business English mini group:

In addition to the Business English course, students are offered two extra lessons per day within their own small group to focus on relevant aspects of Business English.

The intensive course aims at:

- Increasing speaking, listening and conversation abilities
- Expanding business vocabulary and improving pronunciation skills
- Building confidence in using formal, professional English in a variety of business settings
- Learning about the culture of international business English

6 lessons per day with a break every two lessons



Facts:

- Interactive Whiteboards in all Classrooms
- FREE USB Flash Drive with selected self-study course materials
- Grammar / Language Structure
- Speaking & Listening
- Reading & writing
- Vocabulary
- Conversational Skills