

Business English Course



We are offering a practical Business English Program for the development of commercial and cross-cultural communication skills.

The course is designed for business executives, professionals, entrepreneurs and business graduates to build language confidence through improved comprehension and to develop fluency through accurate pronunciation.



The Business English Course integrates the Intensive English course with targeted business language components, including:

- *Business Environment*
- *Presentations & Meetings*
- *Marketing Fundamentals*
- *Sales & Advertising*
- *Negotiating Skills*
- *Cross-Cultural Communication*
- *Phone Skills*
- *Leadership & People Skills*
- *Financial Practices*

Business English students will gain a broad perspective on the business world today, while at the same time developing fluency in English.

- *Small Groups*
- *Targeted Business Language*
- *Client Needs Analysis*
- *Study 1 to 12 weeks*
- *Certificate upon Completion*



Optional Afternoon Classes

- Conversation/Pronunciation
- TOEIC Preparation
- TOEFL CBT Computer Lab
- Private Instruction (1hr/day)

Course Length
1 - 12 weeks
20 hours/week

Course Level
High Intermediate
to Advanced

Class Size
6 - 10 students

Start Dates
2006
any Monday

Course Costs
Tuition
per 4 wks \$ 830
Supplies/Materials
per 4 wks \$ 75

Typical Class Schedule

Monday - Friday 9:00 - 13:00

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	<i>Session 1</i> Intensive English - Grammar - Vocabulary - Writing	<i>Session 1</i> Intensive English - Grammar - Vocabulary - Writing	<i>Session 1</i> Intensive English - Grammar - Vocabulary - Writing	<i>Session 1</i> Intensive English - Grammar - Vocabulary - Writing	<i>Workshops</i> - Pronunciation - Listening - Idioms - Reading - Discussions - Business English
10:45					
11:00	<i>Session 2</i> Business English	<i>Session 2</i> Business English	<i>Session 2</i> Business English	<i>Session 2</i> Business English	
13:00					
14:00	<i>optional:</i> - Conversation	<i>optional:</i> - Conversation	<i>optional:</i> - Conversation	<i>optional:</i> - Conversation	<i>optional:</i> - TOEFL CBT Lab
15:15	- TOEIC Preparation	- TOEIC Preparation	- TOEIC Preparation	- TOEIC Preparation	
	- TOEFL CBT Lab	- TOEFL CBT Lab	- TOEFL CBT Lab	- TOEFL CBT Lab	
17:00	- Private Classes	- Private Classes	- Private Classes	- Private Classes	