

Intensive Business English

30 hours tuition per week plus lunch with a teacher and evening activities

The main objective of this intensive course is to improve your understanding of English and to help you communicate more effectively and with greater confidence whatever your business or profession.

This is a 2, 3 or 4 week course with *a maximum of 4 participants per class*. Levels vary from pre-intermediate to advanced. You will be sent a **PLACEMENT TEST** in advance and the results of this test help us to identify your strengths and weaknesses and your level of English. There will be a short interview on your first morning and we are then able to place you in the right class very quickly. You will also be asked to complete a **NEEDS ANALYSIS** before you arrive. The analysis gives us useful background information and helps us determine your specific needs in relation to your work and your interests. Wherever possible, students with similar English language needs and business backgrounds are placed together.

COURSE CONTENT varies from client to client and from class to class because of individual needs and requirements but the following typically form an integral part of the course:

- **Grammar** - revision of basic structures and introduction to new structures.
- **Business and Professional Language** - to help you use English in a working environment according to your particular needs.
- **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. You will be asked to 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.
- **Telephoning** - practice in telephone language techniques and role play.
- **Social Language** - the development of social skills in English e.g. language of introductions, eating out, polite phrases—i.e. how to say the right thing.

Grammar and business language are normally studied in the mornings and the afternoons follow a 4 week programme concentrating on the skills and language needed for meetings, presentations, telephoning etc., i.e. Communicative Language in the workplace.

With all communicative work, the feedback afterwards is of vital importance to identify strengths and weaknesses. In addition to the constant monitoring, the teachers use a variety of technical equipment to help you see and hear yourself communicating in English.

OUR TEACHERS have considerable experience in their field. As well as their teaching qualifications many of them have solid business experience in a variety of areas. They are, therefore, extremely well equipped to provide for the specific needs of each member of their class as well as having a deep understanding of the concerns experienced by mature students of English.

RESOURCES – you will be given an appropriate resource book. Other sources of material include numerous specialised business and general text materials and textbooks. In addition, we use daily newspapers, magazines, business games, videos, computer programmes, PowerPoint and the internet. Our library and self-access computer centre with free high speed ADSL internet access are available for free-time use. Wireless internet is available for lap-top users.

THE TIMETABLE

- ◆ **Monday to Friday inclusive**
- ◆ **08.40 - 10.00 Classroom Work**
- ◆ **10.00 - 10.20 Coffee Break**
- ◆ **10.20 - 12.00 Classroom Work**
- ◆ **12.00 - 13.10 Lunch with a teacher**
- ◆ **13.20 - 15.10 Classroom Work**
- ◆ **15.10 - 15.30 Tea Break**
- ◆ **15.30 - 16.40 Classroom Work**
- ◆ **Homework is given daily**
- ◆ **Two evening social activities per week**

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

Every weekday you will be invited to join one of us for **lunch in a local pub or café**. This provides an opportunity for you to chat informally in a social situation. Lunch is at your own expense.

The Social Programme is designed to help you enjoy a variety of activities and local excursions on two evenings per week. By joining these activities you gain more chances to communicate in English and at the same time see more of our beautiful region. We also offer weekend activities or help you to organise your own leisure programme.

Accommodation in Torquay will be arranged for you by our Accommodation Manager and you will be able to choose from homestays, apartments or hotels. We also offer you help and assistance for all your travel arrangements.