

General English PLUS Business

This is for you if you are or intend to be *in* business, *studying* business, or are just *interested* in business. You will study in a General English class in the mornings and a special business class in the afternoon.

All year round

Start any Monday

Class size 10 maximum (Business English)

Intermediate to Advanced

21 hours a week (60 minutes)

Students join a General English class for language study and communication skills in the morning, and a special Business English class in the afternoon. Students study business language and practise English in a variety of business situations.

The content of the course depends very much on what the students need, but focuses mostly on the following areas:

- business vocabulary (for example marketing, finance, commerce)
- functional language for business situations (e.g. participating in meetings and discussions, negotiating skills)
- understanding and producing business documents
- social English in a business context
- cultural differences and business etiquette
- discussion of business and political issues

All of these will be looked at using a variety of different material and facilities. For example, you might use an interactive whiteboard to prepare and give a business presentation, guided by your teacher. You might read business articles from journals and newspapers, and discuss the issues raised, maybe comparing the situation in your different countries. You might visit businesses and meet local business people.

Example timetable: Business English

	09.20 – 10.50	11.15 – 12.00	12.00 – 12.45	14.00 – 15.30
Monday	Revision Speaking Vocabulary work	Grammar practice	Intensive listening	Business and financial vocabulary
Tuesday	Speaking and pronunciation Prepositions	Tutorials: individual discussion with your teacher	Language laboratory	Giving presentations
Wednesday	Conversational phrases Phrasal verbs	Watching a video, note-taking	Using the telephone in English	Describing company structure and processes
Thursday	Dictation Formal/Informal language	Tutorials: individual discussion with your teacher	Reading and discussing a short story	Telephone and email language
Friday	Computer Assisted Language Learning	Listening and speaking: social English	Revision activities	Self-access

Administration Fee: 65 GBP when you register for a course

Tuition Fees

Length of your course	1-12 week	13 - 25 weeks	26 – 50+ weeks
BE 21 hours	230 GBP	220 GBP	200 GBP