



Business and Specialised Programme 2011



English for Business Communication	Course B-1.30
English for Finance and Banking	Course B-2.30
English for Management	Course B-3.30
English for Marketing and Sales	Course B-4.30
English for Medical Practice	Course S-5.30
English for Legal Practice	Course S-6.30



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English for Business Communication - B-1.30 2011

Entry Dates 2011			Duration: 2 to 4 weeks				
January	4, 17, 31	April	11, 26	July	4, 18	October	10, 24
February	14, 28	May	9, 23	August	1, 15, 30	November	7, 21
March	14, 28	June	6, 20	September	12, 26	December	5*

For groups, other dates can be arranged on request.

* 2 or 3 weeks only



30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Business Communication

This course is designed for:

- businessmen and women in every field
- business consultants and advisers
- administrative and management staff
- students preparing for professional employment

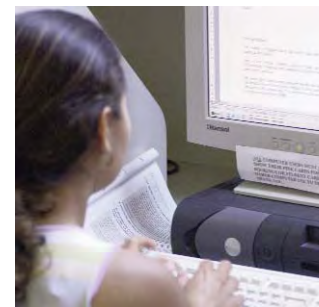
The 10 specialised lessons cover the essential language used in areas such as:

- background of business
- customer care
- public relations
- business correspondence and communication
- contracts and agreements
- business proposals and quotations
- meetings and conferences
- preparing and analysing reports
- interviews and negotiations
- telephoning skills

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-1.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.



Language level	: Intermediate to Advanced
Average group size	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)
Further Information	: Please refer to our 2011 Prospectus for fees and other information.

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A TYPICAL WEEK'S TIMETABLE

English for Business Communication - B-1.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	Integrated Skills: The Language of Business Meetings	Practical Exercises in Using the Telephone: Making Enquiries and Complaints	Reading and Speaking: The City of London	Integrated Skills: The Language of Business Travel	Role-play: Participating in a 'Live Business Meeting'
Lesson 6 1445-1530*	Vocabulary and Discussion: Describing Company Results	Integrated Skills: The Language of Interviews and Negotiations	Listening and Speaking: Describing Market Trends	Formal and Informal Business Correspondence	
1530-1630	Multi-Media Learning Centre available				

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Finance and Banking - B-2.30 2011

Entry Dates 2011			Duration: 2 to 4 weeks				
January	4, 17, 31	April	11, 26	July	4, 18	October	10, 24
February	14, 28	May	9, 23	August	1, 15, 30	November	7, 21
March	14, 28	June	6, 20	September	12, 26	December	5*

For groups, other dates can be arranged on request.

* 2 or 3 weeks only



Examination Dates if you elect to sit the International Certificate in Financial English (ICFE)

14 May (closing date for entry 1 April), 13 August (closing date for entry 2 July), 19 November (closing date for entry 3 October). Additional ICFE examination dates are available each month, which may be offered at various centres throughout the world. Course participants wishing to take the exam may enrol at Anglo-Continental or any other approved centre. This exam is subject to a minimum number of candidates.

30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Finance and Banking

This course is designed for:

- directors and executives in every field of business
- accountants, financial managers and their staff
- managers and brokers within the financial services sector
- bank staff at every level
- students and trainees in business, banking and finance
- anyone intending to take the International Certificate in Financial English (ICFE)

The 10 specialised lessons cover the essential language used in areas such as:

- company structure
- financial organisation
- budgeting and financial planning
- banking and bank services
- currencies and foreign exchange
- accountancy and financial transactions
- investment appraisal
- taxation and insurance
- financial documentation and correspondence
- examination practice for the **International Certificate in Financial English** (the number of lessons covering this area will vary according to the needs of the participants).

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-2.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.

Language level	: Intermediate to Advanced	
Average group size	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)	
Further Information	: Please refer to our 2011 Prospectus for fees and other information.	



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A TYPICAL WEEK'S TIMETABLE

English for Finance and Banking - B-2.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities Including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	Vocabulary, Speaking and Listening: Company Structure and Financial Organisation	Exam Practice for the International Certificate in Financial English (ICFE): Listening and Speaking	Integrated Skills: Financial News and Investment	Exam Practice for the International Certificate in Financial English (ICFE): Reading and Writing	Vocabulary Development: Practical Exercises in Analysing Graphs and Trends
Lesson 6 1445-1530*	Integrated Skills: Finance and Credit Telephone Role Play		Vocabulary and Discussion: Online Banking Services		Role Play and Oral Practice: A Board Meeting (Cutting Costs)
1530-1630	Multi-Media Learning Centre available				

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Management - B-3.30

2011

Entry Dates 2011			Duration: 2 to 4 weeks				
January	4, 17, 31	April	11, 26	July	4, 18	October	10, 24
February	14, 28	May	9, 23	August	1, 15, 30	November	7, 21
March	14, 28	June	6, 20	September	12, 26	December	5*

For groups, other dates can be arranged on request.

* 2 or 3 weeks only



30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Management

This course is designed for:

- directors and executives
- business managers
- supervisors and administrators
- students preparing for business examinations

The 10 specialised lessons cover the essential language used in areas such as:

- the role of the manager
- company organisation and control
- management strategy and decision-making
- employment documentation
- industrial relations - consultation and mediation
- interviewing, selection and recruitment
- staff training and appraisal
- targets and budgets
- human resources
- inter-departmental communication

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-3.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.



Language level	: Intermediate to Advanced
Average group size	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)
Further Information	: Please refer to our 2011 Prospectus for fees and other information.

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A TYPICAL WEEK'S TIMETABLE

English for Management - B-3.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities Including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	Reading and Speaking: The Role of The Manager	Oral Practice: Management Styles	Integrated Skills: Management Strategy and Decision-making	Reading and Speaking: Advertising, Recruiting and Appointing Staff	Analysis of Staff Appraisals
Lesson 6 1445-1530*	Vocabulary Development: Company and Departmental Organisation	Listening and Speaking: Team Building	Reading and Speaking: Managing for Profit	Vocabulary Extension: Personnel Selection	Role-play and Oral Practice: Conducting an Appraisal Interview
1530-1630	Multi-Media Learning Centre available				

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English for Marketing and Sales - B-4.30

2011



Entry Dates 2011		Duration: 2 to 4 weeks	
January	4, 17, 31	April	11, 26
February	14, 28	May	9, 23
March	14, 28	June	6, 20
		July	4, 18
		August	1, 15, 30
		September	12, 26
		October	10, 24
		November	7, 21
		December	5*

For groups, other dates can be arranged on request.

* 2 or 3 weeks only



30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Marketing and Sales

This course is designed for:

- directors, executives and management staff
- marketing and sales personnel
- business consultants and advisers
- students of marketing and sales

The 10 specialised lessons cover the essential language used in areas such as:

- marketing strategies
- sales promotion
- advertising
- product awareness
- marketing and sales presentations
- meetings, conferences and negotiations
- contracts and agreements
- market research, surveys and statistics
- forecasts and projections
- effective oral and written communication

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course B-4.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.



Language level	: Intermediate to Advanced
Average group size	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)
Further Information	: Please refer to our 2011 Prospectus for fees and other information.

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A TYPICAL WEEK'S TIMETABLE

English for Marketing and Sales - B-4.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities Including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	The Language of Marketing: Sales and Advertising	Reading and Speaking: Marketing Strategies	Fluency Development: Marketing and Sales Presentations	Vocabulary Extension: Describing Products and Services	Reading and Speaking: Analysis of Sales Negotiation Skills
Lesson 6 1445-1530*	Vocabulary and Discussion: Television Adverts	Integrated Skills: Sales Promotion and Telephoning Skills	Listening and Speaking: Market Research	Integrated Skills: The Language of Contracts and Agreements	Role-play and Oral Practice: Closing a Sale
1530-1630	Multi-Media Learning Centre available				

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Medical Practice - S-5.30

2011

Entry Dates 2011		Duration: 2 to 4 weeks	
January	4, 17, 31	April	11, 26
February	14, 28	May	9, 23
March	14, 28	June	6, 20
		July	4, 18
		August	1, 15, 30
		September	12, 26
		October	10, 24
		November	7, 21
		December	5*

For groups, other dates can be arranged on request.

* 2 or 3 weeks only



30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Medical Practice

This course is designed for:

- doctors and surgeons
- medical, surgical and nursing staff
- administrative, clerical and managerial staff in medical fields
- first aid and welfare staff
- students of medicine, surgery, nursing and related fields

The 10 specialised lessons cover the essential language used in areas such as:

- communication in medical practice
- the human body
- disease and injury
- drugs, medicines and side-effects
- conducting medical examinations
- diagnosis, prescription and treatment
- operations - benefits and risks
- the health industry and alternative medicine
- medical publications and research
- oral communication with patients and medical staff

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.

* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-5.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.

Language level	: Intermediate to Advanced
Average group size	: General English: 10 (maximum 15) Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)

Minimum age : 18 (no upper limit)

Further Information : Please refer to our 2011 Prospectus for fees and other information.



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A TYPICAL WEEK'S TIMETABLE

English for Medical Practice - S-5.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	The Language of Medicine: Comprehension and Vocabulary Development	Oral Practice: Role-play - Medical Staff and Patients	Reading and Discussion: Drugs and their Side-Effects	The Medical Press: Analysis and Practice of Scientific Terms and Special Expressions	Fluency Development: Student Presentations on their Specialisations with Feedback and Discussion
Lesson 6 1445-1530*		Reading and Preparing Case Notes	Simulation: Taking a Case History and Reports	Oral Practice: The Language of Meetings and Conferences	
1530-1630	Multi-Media Learning Centre available				

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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English for Legal Practice S-6.30

2011

Entry Dates 2011		Duration: 2 to 4 weeks	
January	4, 17, 31	April	11, 26
February	14, 28	May	9, 23
March	14, 28	June	6, 20
		July	4, 18
		August	1, 15, 30
		September	12, 26
		October	10, 24
		November	7, 21
		December	5*

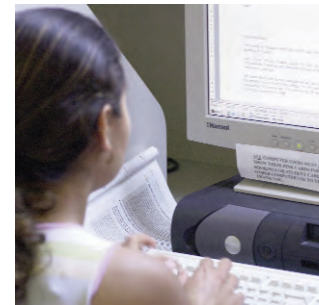


For groups, other dates can be arranged on request.

* 2 or 3 weeks only

Examination Dates if you elect to sit the International Legal English Certificate (ILEC)

14 May (closing date for entry 1 April), 13 August (closing date for entry 2 July), 19 November (closing date for entry 3 October). Additional ILEC examination dates are available each month, which may be offered at various centres throughout the world. Course participants wishing to take the exam may enrol at Anglo-Continental or any other approved centre. This exam is subject to a minimum number of candidates.



30 lessons per week

including:

20 lessons of structured English language tuition and practice in Intensive Course G-1.20*

10 lessons in English for Legal Practice

This course is designed for:

- legal practitioners and their assistants
- business executives, contractors and negotiators
- company secretarial and administrative staff who deal with legal matters
- students of law and business administration
- anyone intending to take the International Legal English Certificate (ILEC)

The 10 specialised lessons cover the essential language used in areas such as:

- legal principles and practice
- international law
- legal concepts, rights and obligations
- negotiating contracts and agreements
- company and commercial law
- interviewing and advising clients
- considering evidence and preparing a brief
- presenting your case
- arguing points of law
- examination practice for the **International Legal English Certificate** (the number of lessons covering this area will vary according to the needs of the participants).

Additional study:

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, listening materials, CD Roms, films and reference material is available for private use, including free access to the Internet. Wireless Internet Access is also available on campus.



* Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Course S-6.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2011 Prospectus on page 24.

Language level	: Intermediate to Advanced	
Average group size	: General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 23 May to 26 August: Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)	
Further Information	: Please refer to our 2011 Prospectus for fees and other information.	

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A TYPICAL WEEK'S TIMETABLE

English for Legal Practice - S-6.30

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845-0930	Grammar Study: Introduction and Practice of a new Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930-1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a new Structure	Development of Reading Skills
1015-1045 1015-1030	Morning Break Personal Teacher available for consultation				
Lesson 3 1045-1130	Development of Reading Skills Using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Present- ations on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130-1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215-1400 1330-1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400-1445*	Comprehension, Vocabulary and Discussion: The Legal Profession	Exam Practice for For the International Legal English Certificate (ILEC): Listening and Speaking	Oral Practice: Interviewing and Advising Clients	Exam Practice for For the International Legal English Certificate (ILEC): Reading and Writing	Reading and Speaking: Law Reform and Current Affairs
Lesson 6 1445-1530*	Fluency Development: Comparing Legal Systems		Integrated Skills: Examining Evidence and Preparing a Brief		Practical Workshop: Negotiating Contracts and Agreements
1530-1630	Multi-Media Learning Centre available				

* **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course)

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Course participants may elect to take their 20 lessons of general English language tuition in the Executive Centre (Courses B-1.30E, B-2.30E, B-3.30E, B-4.30E, S-5.30E and S-6.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the Prospectus 2011 on page 24.

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