



B English for Business Communication **B-1.30**



Entry Dates 2010		Duration: 2 to 4 weeks					
January	4, 18	April	12, 26	July	5, 19	October	11, 25
February	1, 15	May	10, 24	August	2, 16, 31	November	8, 22*
March	1, 15, 29	June	7, 21	September	13, 27	December	-

For groups, other dates can be arranged on request.

* 2 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 secretarial staff
- students and trainees in industry and commerce

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

- the background of business
- customer and public relations
- business correspondence and communication
- contracts and agreements
- business proposals, quotations and reports
- meetings, conferences and personal negotiation
- oral communication with clients and colleagues
- 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 2010 Prospectus on page 24.

• Language level	:	Intermediate to Advanced	
• Average group size	:	General English: 10 (maximum 15)	Specialised Tuition: 4 (maximum 6) From 24 May to 27 August: Specialised Tuition: 5 (maximum 8)
• Minimum age	:	18 (no upper limit)	
• Further Information	:	Please refer to our 2010 Prospectus for fees and other information	

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A TYPICAL WEEK'S TIMETABLE

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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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