



## **B** English for Finance and Banking **B-2.30**

<b>Entry Dates 2010</b> (For groups, other dates can be arranged on request)		<b>Duration: 2 to 4 weeks</b>	
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 -

\* 2 weeks only

### **Examination Dates 2010 for the International Certificate in Financial English (ICFE)**

15 May (closing date for entry 15 March)    13 November (closing date for entry 1 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 and financial organization
- 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
- oral communication with clients and colleagues
- 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 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

## 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
<b>Lesson 1</b> 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
<b>Lesson 2</b> 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				
<b>Lesson 3</b> 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
<b>Lesson 4</b> 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				
<b>Lesson 5</b> 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
<b>Lesson 6</b> 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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