



## **B** English for Management **B-3.30**

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 Management and Human Resources

### 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, management and control
- management strategy and decision-making
- business operations, targets and budgets
- human resources - interviewing, selection and recruitment
- staff training, appraisal and career development
- employment correspondence and documentation
- industrial relations - negotiation, consultation and mediation

### 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 2010 Prospectus on page 24.

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- **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 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
<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*	Reading and Speaking: The Role of The Manager	Oral Practice: The Role of The Human Resources Department	Integrated Skills: Management Strategy and Decision-making	Reading and Speaking: Advertising, Recruiting and Appointing Staff	Analysis of Interviewing Methods
<b>Lesson 6</b> 1445-1530*	Vocabulary Development: Company and Departmental Organisation	Listening and Speaking: Personnel Selection	Reading and Speaking: Managing for Profit	Vocabulary Extension: Staff Training and Performance Appraisal	Role-play and Oral Practice: Interviewing Job Applicants
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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