

## English for Finance - B-2.30

## 2020

Entry Dates 2020			Duration: 2 to 4 weeks				
<b>January</b>	6, 20	<b>April</b>	14, 27	<b>July</b>	6, 20	<b>October</b>	12, 26
<b>February</b>	3, 17	<b>May</b>	11, 26	<b>August</b>	3, 17	<b>November</b>	9, 23
<b>March</b>	2, 16, 30	<b>June</b>	8, 22	<b>September</b>	1, 14, 28	<b>December</b>	7*

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 Finance

### 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

### 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

### Guest speaker/Educational Visit:

Guest speakers and educational visits will be arranged once every two weeks.

### 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 2020 Prospectus on page 27.

<b>Language level</b>	: Intermediate to Advanced
<b>Average group size</b>	: General English: 10 (maximum 15) Specialised Tuition: 5 (maximum 8)
<b>Minimum age</b>	: 18 (no upper limit)
<b>Further Information</b>	: Please refer to our 2020 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
<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	Reading, Discussion and Writing: Chairing meetings and summarising action points	Listening and Speaking: Interpreting Financial Statements and talking about figures	Reading and Speaking: Budgeting and Financial Planning	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	Reading and Vocabulary: Mergers and Acquisitions	Integrated Skills: Financial News and Investment	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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