

English for Management - B-3.30

2020

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

This course is designed for:

- directors and executives
- business managers
- supervisors and administrators
- students preparing for professional employment

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

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-3.30E) with an average of 2 students (maximum 4) at extra cost. Full details are in the 2020 Prospectus on page 27.

Language level	: Intermediate to Advanced
Average group size	: General English: 10 (maximum 15) Specialised Tuition: 5 (maximum 8)
Minimum age	: 18 (no upper limit)
Further Information	: 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
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				

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

Anglo-Continental, 29-35 Wimborne Road, Bournemouth BH2 6NA, England

Telephone:

National 01202 55 74 14
International (GB Code) +1202 55 74 14

Fax:

National 01202 55 61 56
International (GB Code) +1202 55 61 56

Email / Website:

english@anglo-continental.com
www.anglo-continental.com