

Business and Specialised Programme 2023

English for Business	Course B-1.30
English for Medical Professionals	Course S-5.30A
English for Medical Students	Course S-5.30B
English for Law	Course S-6.30



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English for Business - B-1.30

2023

Entry Dates 2023				Duration: 2 to 4 weeks	
January	3, 16, 30	April	11, 24	July	3, 17
February	13, 27	May	8, 22	August	7, 21, 29
March	13, 27	June	5, 19	September	11, 25
				October	9, 23
				November	6, 20
				December	4*

For groups, other dates can be arranged on request.

* 2 or 3 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

This course is designed for:

- business professionals in every field
- business consultants and advisers
- administrative and management staff
- students preparing for professional employment

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

- business background
- customer care
- networking and socialising
- business correspondence and communication
- negotiating business agreements
- business proposals and quotations
- meetings, conferences and presentations
- preparing and analysing reports
- interviews and appraisals
- telephoning skills

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.



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 2023 Prospectus for fees and other information.

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A TYPICAL WEEK'S TIMETABLE

English for Business - B-1.30

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
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	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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English for Medical Professionals - S-5.30A **2023**

Entry Dates 2023				Duration: 2 to 4 weeks			
January	3, 16, 30	April	11, 24	July	3, 17	October	9, 23
February	13, 27	May	8, 22	August	7, 21, 29	November	6, 20
March	13, 27	June	5, 19	September	11, 25	December	4*

For groups, other dates can be arranged on request.

* 2 or 3 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 Medical Professionals

This course is designed for:

- doctors and surgeons
- medical, surgical and nursing staff

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

- Communication with patients and medical staff
- Explaining medical procedures
- Conducting medical examinations
- Taking histories and writing reports
- The hospital environment
- Care of medical and surgical patients
- Working within specialties
- Authentic medical films
- Medication – side effects, dosages and contra-indications
- Using medical documents

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.



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 2023 Prospectus for fees and other information.

A TYPICAL WEEK'S TIMETABLE

English for Medical Professionals - S-5.30A

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 Vocabulary: Care of the Surgical Patient	Discussion: Medical Film The Health Service	Vocabulary: The Hospital Environment	Listening and Speaking: Explaining Medical Procedures MMLC**	Focus on Pronunciation: Telephone Skills Providing Patients' Details
Lesson 6 1445 - 1530*	Reading and Writing: Prescribing Medication	Roleplay: Taking Histories and Giving Advice	Speaking and Listening: Oral Handover for Shift Changes	Reading and Discussion: Accident and Emergency	Roleplay: Communicating in a Team
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)

** Study session in the Multi-Media Learning Centre.

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English for Medical Students - S-5.30B

2023

Entry Dates 2023		Duration: 2 to 4 weeks	
January	3, 16*	April	-
February	-	May	-
March	-	June	5, 19
		July	3, 17
		August	7, 21*
		September	-
		October	-
		November	-
		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 Medical Students

This course is designed for:

- students of medicine, surgery and nursing

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

- Anatomy
- Diseases and symptoms
- Taking histories
- Conducting medical examinations
- Medical publications and research
- Authentic medical films
- The World Health Organisation
- Reading and writing case histories
- Medication – side effects, dosages and contra-indications
- Evaluation of online medical websites and resources

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.

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 2023 Prospectus for fees and other information.



A TYPICAL WEEK'S TIMETABLE

English for Medical Students - S-5.30B

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*	Vocabulary and Pronunciation: Anatomy	Listening, Speaking and Vocabulary: Respiratory System	Reading and Writing: Prescribing Medication	Discussion: Medical Film Heart Transplants	Reading and Speaking: Explaining Medical Procedures
Lesson 6 1445 - 1530*	Reading and Discussion: Care of the Medical Patient	Reading and Writing: Diseases and Symptoms	Listening and Writing: World Health Organisation Project Work	Roleplay: Taking Histories	Speaking and Listening: Presentations
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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English for Law S-6.30

2023

Entry Dates 2023				Duration: 2 to 4 weeks	
January	3, 16, 30	April	11, 24	July	3, 17
February	13, 27	May	8, 22	August	7, 21, 29
March	13, 27	June	5, 19	September	11, 25
				October	9, 23
				November	6, 20
				December	4*

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 Law

This course is designed for:

- legal practitioners and their assistants
- business executives, contractors and negotiators
- company secretarial and administrative staff who deal with legal matters
- students of law and business administration

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

- legal principles and practice
- international law
- legal concepts, rights and obligations
- negotiating contracts and agreements
- company and commercial law
- interviewing and advising clients
- considering evidence and preparing a brief
- presenting your case and arguing points of law
- conferences, meetings and presentations

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.



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 2023 Prospectus for fees and other information.

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A TYPICAL WEEK'S TIMETABLE

English for Law - S-6.30

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
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*	Comprehension, Vocabulary and Discussion: The Legal Profession	Integrated Skills: Legal Principles and Practice	Oral Practice: Interviewing and Advising Clients	Reading, Vocabulary and Discussion: Legal Concepts, Rights and Obligations	Reading and Speaking: Law Reform and Current Affairs
Lesson 6 1445-1530*	Fluency Development: Comparing Legal Systems	Reading and Discussion: International Law	Integrated Skills: Examining Evidence and Preparing a Brief	Listening and Speaking: Presenting your Case and Arguing Points of Law	Practical Workshop: Negotiating Contracts and Agreements
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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