



**Business and Specialised Programme 2024**

|  |                       |
|--|-----------------------|
| <b>English for Business</b>              | <b>Course B-1.30</b>  |
| <b>English for Medical Professionals</b> | <b>Course S-5.30A</b> |
| <b>English for Medical Students</b>      | <b>Course S-5.30B</b> |
| <b>English for Law</b>                   | <b>Course S-6.30</b>  |



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## English for Business - B-1.30

## 2024

| Entry Dates 2024 |           |              | Duration: 2 to 4 weeks |                  |           |                 |       |
|------------------|-----------|--------------|------------------------|------------------|-----------|-----------------|-------|
| <b>January</b>   | 2, 15, 29 | <b>April</b> | 8, 22                  | <b>July</b>      | 1, 15     | <b>October</b>  | 7, 21 |
| <b>February</b>  | 12, 26    | <b>May</b>   | 7, 20                  | <b>August</b>    | 5, 19, 27 | <b>November</b> | 4, 18 |
| <b>March</b>     | 11, 25    | <b>June</b>  | 3, 17                  | <b>September</b> | 9, 23     | <b>December</b> | 2*    |

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.



|                            |  |
|----------------------------|--|
| <b>Language level</b>      | : Intermediate to Advanced   |
| <b>Average group size</b>  | : General English: 10 (maximum 15)<br>Specialised Tuition: 5 (maximum 8) |
| <b>Minimum age</b>         | : 18 (no upper limit)  |
| <b>Further Information</b> | : Please refer to our 2024 Prospectus for fees and other information.    |

## 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  |
|---------------------------------|--|---|--|--|---|
| <b>Lesson 1</b><br>0845 - 0930  | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure | Text Study:<br>Development<br>of Vocabulary<br>and usage                                | Grammar Study:<br>Dialogue<br>Building                                     | Text Study:<br>Development<br>of Vocabulary<br>and usage             | Grammar Study:<br>Revision and<br>Practice of<br>Structures       |
| <b>Lesson 2</b><br>0930 - 1015  | Development<br>of Listening<br>Skills                                | Grammar Study:<br>Revision and<br>Practice of<br>Structures                             | Language<br>Laboratory:<br>Pronunciation<br>and Intonation                 | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure | Development<br>of Reading<br>Skills                               |
| 1015 - 1045<br>1015 - 1030      | Morning Break<br>Personal Teacher available for consultation         |   |  |  |   |
| <b>Lesson 3</b><br>1045 - 1130  | Development of<br>Reading Skills<br>Using Authentic<br>Material      | Oral Practice:<br>Colloquial<br>Speech and<br>Idiomatic<br>Expression                   | Fluency<br>Development:<br>Student Present-<br>ations on Video             | Oral Practice:<br>Situational<br>Dialogues                           | Development of<br>Listening<br>Skills                             |
| <b>Lesson 4</b><br>1130 - 1215  | Activating<br>Vocabulary   | Follow-up<br>Activities<br>including Reading<br>and Writing                             | Analysis of<br>Students'<br>Recordings for<br>Correction and<br>Discussion | Development of<br>Writing Skills:<br>Guided Practice                 | Progress Test<br>and Review                                       |
| 1215 - 1400<br>1330 - 1400      | Lunch Break<br>Multi-Media Learning Centre available                 |   |  |  |   |
| <b>Lesson 5</b><br>1400 - 1445* | Integrated Skills:<br>The Language of<br>Business Meetings           | Practical Exercises<br>in Using the<br>Telephone:<br>Making Enquiries<br>and Complaints | Reading and<br>Speaking: The<br>City of London                             | Integrated Skills:<br>The Language<br>of Business<br>Travel          | Role-play:<br>Participating in<br>a 'Live<br>Business<br>Meeting' |
| <b>Lesson 6</b><br>1445 - 1530* | Vocabulary and<br>Discussion:<br>Describing<br>Company Results       | Integrated Skills:<br>The Language of<br>Interviews                                     | Listening and<br>Speaking:<br>Describing<br>Market Trends                  | Formal and<br>Informal Business<br>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 **2024**

| Entry Dates 2024 |           |              | Duration: 2 to 4 weeks |                  |           |                 |       |
|------------------|-----------|--------------|------------------------|------------------|-----------|-----------------|-------|
| <b>January</b>   | 2, 15, 29 | <b>April</b> | 8, 22                  | <b>July</b>      | 1, 15     | <b>October</b>  | 7, 21 |
| <b>February</b>  | 12, 26    | <b>May</b>   | 7, 20                  | <b>August</b>    | 5, 19, 27 | <b>November</b> | 4, 18 |
| <b>March</b>     | 11, 25    | <b>June</b>  | 3, 17                  | <b>September</b> | 9, 23     | <b>December</b> | 2*    |

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.



|                            |  |
|----------------------------|--|
| <b>Language level</b>      | : Intermediate to Advanced   |
| <b>Average group size</b>  | : General English: 10 (maximum 15)<br>Specialised Tuition: 5 (maximum 8) |
| <b>Minimum age</b>         | : 21 (no upper limit)  |
| <b>Further Information</b> | : Please refer to our 2024 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   |
|---------------------------------|--|---|--|---|--|
| <b>Lesson 1</b><br>0845 - 0930  | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure | Text Study:<br>Development<br>of Vocabulary<br>and Usage              | Grammar Study:<br>Dialogue<br>Building                                     | Text Study:<br>Development<br>of Vocabulary<br>and Usage                    | Grammar Study:<br>Revision and<br>Practice of<br>Structures                      |
| <b>Lesson 2</b><br>0930 - 1015  | Development<br>of Listening<br>Skills                                | Grammar Study:<br>Revision and<br>Practice of<br>Structures           | Language<br>Laboratory:<br>Pronunciation<br>and Intonation                 | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure        | Development<br>of Reading<br>Skills  |
| 1015 - 1045<br>1015 - 1030      | Morning Break<br>Personal Teacher available for consultation         |   |  |   |  |
| <b>Lesson 3</b><br>1045 - 1130  | Development of<br>Reading Skills<br>Using Authentic<br>Material      | Oral Practice:<br>Colloquial<br>Speech and<br>Idiomatic<br>Expression | Fluency<br>Development:<br>Student Present-<br>ations on Video             | Oral Practice:<br>Situational<br>Dialogues                                  | Development of<br>Listening<br>Skills  |
| <b>Lesson 4</b><br>1130 - 1215  | Activating<br>Vocabulary   | Follow-up<br>Activities including<br>Reading and<br>Writing           | Analysis of<br>Students'<br>Recordings for<br>Correction and<br>Discussion | Development of<br>Writing Skills:<br>Guided Practice                        | Progress Test<br>and Review  |
| 1215 - 1400<br>1330 - 1400      | Lunch Break<br>Multi-Media Learning Centre available                 |   |  |   |  |
| <b>Lesson 5</b><br>1400 - 1445* | Reading and<br>Vocabulary:<br>Care of the<br>Surgical Patient        | Discussion:<br>Medical Film<br>The Health Service                     | Vocabulary:<br>The Hospital<br>Environment                                 | Listening and<br>Speaking:<br>Explaining<br>Medical<br>Procedures<br>MMLC** | Focus on<br>Pronunciation:<br>Telephone Skills<br>Providing Patients'<br>Details |
| <b>Lesson 6</b><br>1445 - 1530* | Reading and<br>Writing:<br>Prescribing<br>Medication                 | Roleplay:<br>Taking Histories<br>and Giving Advice                    | Speaking and<br>Listening:<br>Oral Handover<br>for Shift Changes           | Reading and<br>Discussion:<br>Accident and<br>Emergency                     | Roleplay:<br>Communicating<br>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

## 2024

| Entry Dates 2024      |                   | Duration: 2 to 4 weeks |                   |
|-----------------------|-------------------|------------------------|-------------------|
| <b>January</b> 2, 15* | <b>April</b> -    | <b>July</b> 1, 15      | <b>October</b> -  |
| <b>February</b> -     | <b>May</b> -      | <b>August</b> 5, 19*   | <b>November</b> - |
| <b>March</b> -        | <b>June</b> 3, 17 | <b>September</b> -     | <b>December</b> - |

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.

|                            |  |
|----------------------------|--|
| <b>Language level</b>      | : Intermediate to Advanced   |
| <b>Average group size</b>  | : General English: 10 (maximum 15)<br>Specialised Tuition: 5 (maximum 8) |
| <b>Minimum age</b>         | : 18 (no upper limit)  |
| <b>Further Information</b> | : Please refer to our 2024 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  |
|---------------------------------|--|---|--|--|---|
| <b>Lesson 1</b><br>0845 - 0930  | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure | Text Study:<br>Development<br>of Vocabulary<br>and Usage              | Grammar Study:<br>Dialogue<br>Building                                     | Text Study:<br>Development<br>of Vocabulary<br>and Usage             | Grammar Study:<br>Revision and<br>Practice of<br>Structures     |
| <b>Lesson 2</b><br>0930 - 1015  | Development<br>of Listening<br>Skills                                | Grammar Study:<br>Revision and<br>Practice of<br>Structures           | Language<br>Laboratory:<br>Pronunciation<br>and Intonation                 | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure | Development<br>of Reading<br>Skills                             |
| 1015 - 1045<br>1015 - 1030      | Morning Break<br>Personal Teacher available for consultation         |   |  |  |   |
| <b>Lesson 3</b><br>1045 - 1130  | Development of<br>Reading Skills<br>Using Authentic<br>Material      | Oral Practice:<br>Colloquial<br>Speech and<br>Idiomatic<br>Expression | Fluency<br>Development:<br>Student Present-<br>ations on Video             | Oral Practice:<br>Situational<br>Dialogues                           | Development of<br>Listening<br>Skills                           |
| <b>Lesson 4</b><br>1130 - 1215  | Activating<br>Vocabulary   | Follow-up<br>Activities including<br>Reading and<br>Writing           | Analysis of<br>Students'<br>Recordings for<br>Correction and<br>Discussion | Development of<br>Writing Skills:<br>Guided Practice                 | Progress Test<br>and Review                                     |
| 1215 - 1400<br>1330 - 1400      | Lunch Break<br>Multi-Media Learning Centre available                 |   |  |  |   |
| <b>Lesson 5</b><br>1400 - 1445* | Vocabulary and<br>Pronunciation:<br>Anatomy                          | Listening,<br>Speaking and<br>Vocabulary:<br>Respiratory System       | Reading and<br>Writing:<br>Prescribing<br>Medication                       | Discussion:<br>Medical Film<br>Heart<br>Transplants                  | Reading and<br>Speaking:<br>Explaining<br>Medical<br>Procedures |
| <b>Lesson 6</b><br>1445 - 1530* | Reading and<br>Discussion:<br>Care of the<br>Medical Patient         | Reading and<br>Writing:<br>Diseases and<br>Symptoms                   | Listening and<br>Writing:<br>World Health<br>Organisation<br>Project Work  | Roleplay:<br>Taking Histories  | Speaking and<br>Listening:<br>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)

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

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## English for Law S-6.30

## 2024

| Entry Dates 2024 |           |              | Duration: 2 to 4 weeks |                  |           |                 |       |
|------------------|-----------|--------------|------------------------|------------------|-----------|-----------------|-------|
| <b>January</b>   | 2, 15, 29 | <b>April</b> | 8, 22                  | <b>July</b>      | 1, 15     | <b>October</b>  | 7, 21 |
| <b>February</b>  | 12, 26    | <b>May</b>   | 7, 20                  | <b>August</b>    | 5, 19, 27 | <b>November</b> | 4, 18 |
| <b>March</b>     | 11, 25    | <b>June</b>  | 3, 17                  | <b>September</b> | 9, 23     | <b>December</b> | 2*    |

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.



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|----------------------------|--|
| <b>Language level</b>      | : Intermediate to Advanced   |
| <b>Average group size</b>  | : General English: 10 (maximum 15)<br>Specialised Tuition: 5 (maximum 8) |
| <b>Minimum age</b>         | : 18 (no upper limit)  |
| <b>Further Information</b> | : Please refer to our 2024 Prospectus for fees and other information.    |

# 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   |
|---------------------------------|--|---|--|--|--|
| <b>Lesson 1</b><br>0845 - 0930  | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure       | Text Study:<br>Development<br>of Vocabulary<br>and Usage              | Grammar Study:<br>Dialogue<br>Building                                     | Text Study:<br>Development<br>of Vocabulary<br>and Usage                               | Grammar Study:<br>Revision and<br>Practice of<br>Structures          |
| <b>Lesson 2</b><br>0930 - 1015  | Development<br>of Listening<br>Skills                                      | Grammar Study:<br>Revision and<br>Practice of<br>Structures           | Language<br>Laboratory:<br>Pronunciation<br>and Intonation                 | Grammar Study:<br>Introduction and<br>Practice of a new<br>Structure                   | Development<br>of Reading<br>Skills                                  |
| 1015 - 1045<br>1015 - 1030      | Morning Break<br>Personal Teacher available for consultation               |   |  |  |  |
| <b>Lesson 3</b><br>1045 - 1130  | Development of<br>Reading Skills<br>Using Authentic<br>Material            | Oral Practice:<br>Colloquial<br>Speech and<br>Idiomatic<br>Expression | Fluency<br>Development:<br>Student Present-<br>ations on Video             | Oral Practice:<br>Situational<br>Dialogues   | Development of<br>Listening<br>Skills                                |
| <b>Lesson 4</b><br>1130 - 1215  | Activating<br>Vocabulary   | Follow-up<br>Activities<br>including Reading<br>and Writing           | Analysis of<br>Students'<br>Recordings for<br>Correction and<br>Discussion | Development of<br>Writing Skills:<br>Guided Practice                                   | Progress Test<br>and Review  |
| 1215 - 1400<br>1330 - 1400      | Lunch Break<br>Multi-Media Learning Centre available                       |   |  |  |  |
| <b>Lesson 5</b><br>1400 - 1445* | Comprehension,<br>Vocabulary and<br>Discussion:<br>The Legal<br>Profession | Integrated Skills:<br>Legal Principles<br>and Practice                | Oral Practice:<br>Interviewing<br>and Advising<br>Clients                  | Reading, Vocabulary<br>and Discussion:<br>Legal Concepts,<br>Rights and<br>Obligations | Reading and<br>Speaking:<br>Law Reform and<br>Current Affairs        |
| <b>Lesson 6</b><br>1445 - 1530* | Fluency<br>Development:<br>Comparing<br>Legal Systems                      | Reading and<br>Discussion:<br>International Law                       | Integrated Skills:<br>Examining<br>Evidence and<br>Preparing a Brief       | Listening and<br>Speaking:<br>Presenting your<br>Case and Arguing<br>Points of Law     | Practical<br>Workshop:<br>Negotiating<br>Contracts and<br>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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Accredited by the



for the teaching  
of English in the UK