

BUSINESS ENGLISH – INTENSIVE (BEI)

- 30 lessons / 22½ hours per week
- Courses start every Monday
- Class size – 20 lessons average 4 students per class (maximum 6) +
– 10 lessons average 8 students per class (maximum 12)
- Minimum course duration – 1 week
- Minimum age – 18 years
- Course levels offered – Intermediate to Advanced

Course Description

This course is aimed at individuals who need to improve their Business English skills. Topics covered include Business English expressions and participants can practise giving presentations, writing business correspondence, negotiating and telephone skills, and preparation of business plans. General fluency lessons help participants develop practical communication skills.

Sample Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lesson 1 45 minutes	General Business Terminology	Economic Issues	Sales & Marketing Strategies	Globalisation	Business Ethics
Lesson 2 45 minutes					
Break 30 minutes	BREAK	BREAK	BREAK	BREAK	BREAK
Lesson 3 45 minutes	Telephoning Skills	Report & Letter Writing	Presentation Skills	The World of Finance	Negotiating Strategies
Lesson 4 45 minutes					
Break 30 minutes	BREAK	BREAK	BREAK	BREAK	BREAK
Lesson 5 45 minutes	Pronunciation & Intonation	Discussion	Stress & Intonation	Vocabulary Development	Punctuation
Lesson 6 45 minutes	Fluency Activity	Role-Play	Fluency Activity	Role-Play	Class Discussion

If necessary the school may alter the course timetable, and lessons may be held in the morning or the afternoon.