

# Professional English Standard

## FAST FACTS

- 20 lessons / 15 hours per week
- Courses start every Monday
- Class size – 4 students per class (maximum 6)
- Minimum course duration – 1 week
- Minimum age – 16 years
- Course levels offered – Intermediate to Advanced
- Lessons may be held in the morning or afternoon

## COURSE DESCRIPTION

Our Business Course is for experienced business people who need to communicate in English. Subjects covered range from Business English expressions in economics, finance and sales and marketing. Students can practise negotiating skills, giving presentations, writing business correspondence and preparing business plans.



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>LESSON 1</b> 45 MINUTES	General Business Terminology	Economic Issues	Sales & Marketing Strategies	Globalisation	Business Ethics
<b>LESSON 2</b> 45 MINUTES					
<b>BREAK</b> 30 MINUTES	BREAK	BREAK	BREAK	BREAK	BREAK
<b>LESSON 3</b> 45 MINUTES	Telephoning Skills	Report & Letter Writing	Presentation Skills	The World of Finance	Negotiating Strategies
<b>LESSON 4</b> 45 MINUTES					