

Combination Business English

30 hours tuition per week in one-to-one and mini-group classes

A full-day combination of 1-1 lessons in the morning and small group classes (maximum 4 per class) in the afternoon. In the mornings, when you are at your freshest, you and your personal teacher will focus on the skills which you need the most. Afternoons sessions are for developing interactive communication skills.

This course is available for 1, 2, 3 or 4 weeks and you can commence on almost every Monday throughout the year. Levels of English vary from Pre-intermediate to Advanced.

You will be sent a Placement Test and Needs Analysis prior to your course so that we can establish your level and needs. We are then able to select the appropriate teacher for your 1-1 periods and ensure that you are in an afternoon class with other candidates with similar requirements.

The Mornings: Your morning starts at 0840 with 3 hours of 1-1 tuition each day from Monday to Friday. Typically the mornings will cover Grammar, Business Language and Vocabulary, but as this is a private session you will have the opportunity to plan the course with your teacher so that you can focus on the topics and vocabulary appropriate to your needs – e.g. preparation for a special presentation, meeting or series of negotiations.

Lunchtime: Every weekday you will be invited to join one of us for **lunch in a local pub or café**. This provides an opportunity for you to chat informally in a social situation. Lunch is at your own expense.

The Afternoons: This is when you will join the other Intensive Business English candidates in a class of maximum 4 persons at the same level of English. Afternoon sessions include a variety of topics and a lot emphasis is placed on a communicative language in the work place based on a four week revolving programme selected from the following:

- **Social Language** - the development of social skills in English e.g. language of introductions, eating out, polite phrases etc.
- **Meetings and Negotiations** - simulated business meetings or meetings on a topic of interest to all.
- **Discussions** – to expand your vocabulary and activate your grammar in business-related situations.
- **Presentations** - You will be asked to make a presentation which is frequently work-related to enable you to use vocabulary applicable to your line of work. These presentations are followed by a question and answer session with the rest of the class. PowerPoint is available for presentations.
- **Telephoning** - practice in telephone techniques and role-play.
- **Feedback** - With all communicative work the feedback afterwards is of vital importance to identify strengths and weaknesses. In addition to the constant monitoring done by the teachers, video cameras or tape recorders are frequently used so that you see and hear yourself speaking English.

OUR TEACHERS have considerable experience in their field. As well as their teaching qualifications many of them have solid business experience in a variety of areas. They are, therefore, extremely well equipped to provide for the specific needs of each member of their class as well as having a deep understanding of the concerns experienced by mature students of English.

RESOURCES – you will be given an appropriate resource book. Other sources of material include numerous specialised business and general text materials and textbooks. In addition, we use daily newspapers, magazines, business games, videos, computer programmes, PowerPoint and the internet. Our library and self-access computer centre with free high speed ADSL internet access are available for free-time use. Wireless internet is available for lap-top users.

THE TIMETABLE

◆ **Monday to Friday inclusive**

◆ **08.40 - 10.00 Classroom Work**

◆ **10.00 - 10.20 Coffee Break**

◆ **10.20 - 12.00 Classroom Work**

◆ **12.00 - 13.10 Lunch with a teacher**

◆ **13.20 - 15.10 Classroom Work**

◆ **15.10 - 15.30 Tea Break**

◆ **15.30 - 16.40 Classroom Work**

◆ **Homework is given daily**

◆ **Two evening social activities per week**

At the end of your course you will receive a Progress Report, Diploma and recommendations for future study.

The Social Programme is designed to help you enjoy a variety of activities and local excursions on two evenings per week. By joining these activities you gain more chances to communicate in English and at the same time see more of our beautiful region. We also offer weekend activities or help you to organise your own leisure programme.