

English for International Banking & Finance

A Combination Course for employees in the banking and financial sectors

30 hours tuition per week

This course is aimed at clients actively involved in the world of Banking & Finance and who already have an intermediate or advanced level of English. Our objective is to give you language training which will broaden your knowledge, strengthen your existing skills and help you to use English in your day-to-day business life with increasing confidence. One of the great advantages of a course like this is that you and your teacher plan your programme together thereby ensuring that you get a course tailor-made to suit your specific needs.

English for International Banking Finance can take place over 1 or 2 weeks and there are commencement dates on almost every Monday throughout the year. The course structure is similar to Combination Business English i.e. 3 hours 1-1 tuition in the mornings and small, homogeneous classes of not more than four persons for 3 hours each afternoon.

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 sessions and ensure that you are in an afternoon class with other candidates with a similar background and level of English.

Mornings 08.40 to 12.00: 3 hours of private tuition with a teacher who is experienced in teaching English for International Banking and Finance. 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 vocabulary, grammar and topics appropriate to your work. For example, the **applied banking and finance topics** which can be studied could include:

- The Bank of England: Its role and function in the context of the British Economy with particular reference to other countries
- Retail Banks / Merchant Banks / Discount Houses / The World Bank
- Bank Organisation
- Financial News
- Foreign Exchange
- Investment Trusts/Unit Trusts
- Company Finance
- The Stock Exchange and LIFFE
- Accounting Principles and Vocabulary
- International Trade and Commerce
- Banking Technology

Elective Topics - Project Work and Discussion topics can be chosen by you - for example, monitoring a company's progress during the course and giving a presentation. Extensive use is made of authentic material (e.g. Company Reports / The Financial Times / videos etc.) and we recommend that you bring some of your own material with you if wish to cover something specific to your own company.

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.

Afternoons 13.20 to 16.40: 3 hours daily in a class of maximum 4 persons (according to level). The afternoon sessions will focus on Communicative Language in the work place based on a four week revolving programme. Topics will be selected from the following:

- **Meetings and Negotiations** - simulated business meetings or meetings on a topic of interest to all.
- **Discussions** - to expand your grammar and vocabulary in communicative situations.
- **Presentations** - both giving and listening to. Participants make a presentation which is frequently work-related to enable you to use vocabulary applicable to your work. These presentations are followed by a question and answer session with the rest of the class.
- **Telephoning** - practice in telephone language techniques and role play.
- **Social Language** - the development of social skills in English e.g. language of introductions, eating out, polite phrases—i.e. how to say the right thing.

Social Programme: You will generally have some homework, but on two evenings each week you will be invited to attend a social evening which may be at the school or out and about in the local pubs or places of interest. Weekends are entirely your own but we always offer a variety of sightseeing possibilities such as Dartmoor walking which is a great favourite with all our clients.