

# Professional English Intensive

## FAST FACTS

- 30 lessons / 22 ½ hours per week
- Courses start every Monday
- Class size – 20 lessons 4 students per class (maximum 6) + 10 lessons maximum 12 students per class
- 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

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.



	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> 30 MINUTES	Telephoning Skills	Report & Letter Writing	Presentation Skills	The World of Finance	Negotiating Strategies
<b>LESSON 4</b> 45 MINUTES					
<b>BREAK</b> 30 MINUTES	BREAK	BREAK	BREAK	BREAK	BREAK
<b>LESSON 5</b> 45 MINUTES	Pronunciation & Intonation	Discussion	Stress & Intonation	Vocabulary Development	Punctuation
<b>LESSON 6</b> 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.