



Wimbledon School of English London

Business and Professional English

The full-time 24 lesson Business and Professional English course is designed for people who are either currently working in the business sector or planning to do so in the future. It is open to students at Higher Intermediate Plus and above (B2 on the CEFR) and it runs all year round. Classes are taught by extremely experienced Business English teachers and students may enrol on any Monday, for a minimum of two weeks and a maximum of 12.

Please note that the school will be closed on the following public holidays: 10th April, 13th April, 8th May, 25th May, 31st August.

Course Content

A range of language associated with a variety of business topics is studied. Vocabulary is developed and practised through role-plays and discussions of case studies taken from current newspapers and business journals, and various writing disciplines will be studied. Practice is also given in project work, and teachers negotiate course content with students in order to ensure that students' needs and interests are catered for.

Classes include:

Business Communication Skills

Meetings & discussions
Negotiations
Giving presentations
Socialising & travel
Telephoning
Writing & responding to e-mails
Reading & writing reports
Commercial correspondence
Reading & interpreting data
Intensive listening
Identifying & solving problems
Summarising

Topics

Company structures
Sales & marketing
Advertising
e-Business
Finance & banking
Intercultural issues
Management
Recruitment
Public Relations
International trade
Globalisation
Quality & business ethics
Health & Safety

All students have regular tutorials with their teacher to discuss progress and future study. Up to 2 hours' self-study will be set per night.

Included in tuition fees

- e-wimbledon learning platform
- Internet access and WiFi
- Welcome pack, student card & certificates
- Guidance on self-study from the Study Centre Manager
- Use of Study Centre and books / DVD libraries
- Monthly 1:1 tutorials with the main course teacher
- School based social activities - including some sports and parties

NOT included in tuition fees

- Registration fee
- Materials Fee
- Accommodation
- Bank charges
- Travel and Airport transfer
- Examination entry fees
- Insurance (it can be arranged on request)
- Membership of fitness club