

English for the Workplace

In today's workplace **global communication** has become crucial. Conference calls, emails and internet communication are shrinking borders, making **international business** a reality for everyone.



Understanding your needs

EC offer short intensive courses created for busy people who want to improve their English ability as much as they can in a short period of time. To ensure you benefit from your course in the most efficient way, we establish your needs before your arrival. You will complete a needs analysis identifying your motivation for learning English. Once we have this information we are able to customise your course to suit your needs. Throughout your course your progress will be monitored and recorded. At the end of your course you will receive a linguistic profile detailing your strengths, weaknesses, what you have covered, how you have developed and what you now need to do to consolidate your learning and how to improve further after you have returned home.

Business English Mini Group

Business English Mini Group is an intensive course designed to help you make maximum progress during your stay with EC.

You will discuss relevant case studies, focusing on the needs of your group. The course also provides excellent networking opportunities and a chance to meet like-minded people from all over the world.

You will cover areas such as:

- telephone communication
- meeting participation
- delivering presentations
- negotiations and discussions
- writing professional reports, emails and letters

Supplement with Personal Tuition

Benefit from both group and private tuition by combining the Business English Mini Group with 5, 10 or 20 Business English One-to-One lessons.

FACTS

Level: Intermediate to Advanced

Course Duration: 1 week to 2 weeks

1 lesson: 45 minutes

Lessons per week: 20

Available in: All centres, except Cambridge

Courses start: Every Monday

Maximum in class: 6

Minimum age: 23

I love everything about Cape Town as it is a very interesting city. I really like the school because it is like a big family with a mixture of a lot of nationalities. What I like best about my course was the dynamic teaching because it makes it really exciting. The view from the accommodation was amazing and looked right over the city.

Matinda Jemyna
France



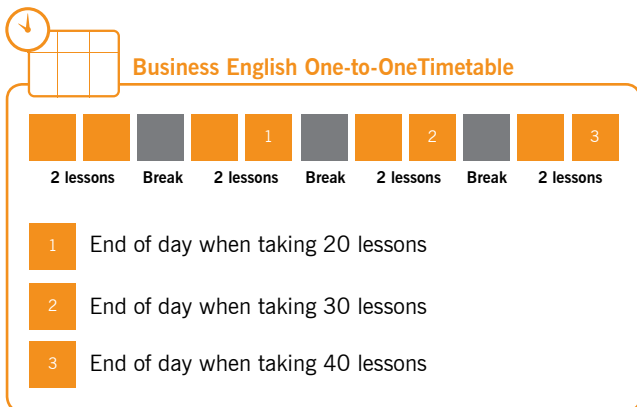


Business English One-to-One

Maximise your time with EC by taking a course specifically created for you. Following your needs analysis and after discussing your language requirements, we will design a course exclusively for you. You could choose to concentrate on a number of core professional skills or to focus on a particular project. We encourage you to bring materials from your workplace in order to refine specific documents or presentations while you are with EC. This is the ideal course for making rapid progress in a limited period of time.

Specialist Business English

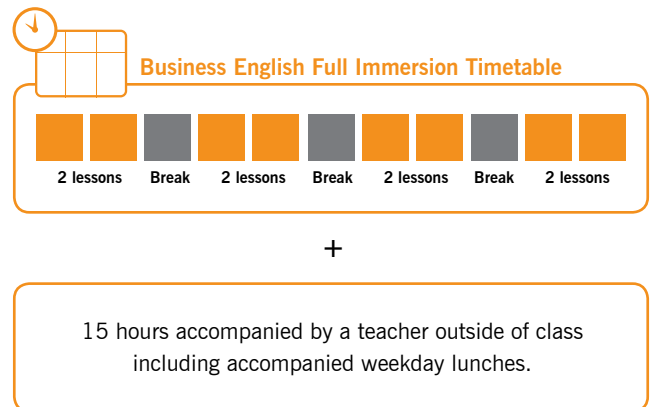
EC can provide specialised One-to-One lessons specific to your profession, for example: English for Marketing, Banking, Advertising, Finance, Law, Accountancy, Human Resources, and Tourism.



Full Immersion

Full Immersion is our most intensive and customised course intended for a one or two week programme. You will combine 40 One-to-One lessons with 15 hours in the company of a teacher outside the classroom.

Activities outside the classroom are arranged to suit your interests. For example, if you are interested in finance you may wish to visit Lloyds of London when studying at EC London. Every weekday you will have lunch with a teacher. You will also have 2 accompanied activities and an excursion each week to maximise your exposure to English and provide 'real life' opportunities in which to practise and improve your English skills outside the classroom.



FACTS

Level: Lower Intermediate to Advanced

Course Duration: Minimum 1 week

1 lesson: 45 minutes

Lessons per week: 5, 10, 20, 30, 40 lessons per week - 5/10 lessons must be combined with another course

Available in: All centres except New York (Cambridge and Boston available in low season; Malta and Brighton available in high season on request)

Maximum in class: 1

FACTS

Level: Lower Intermediate to Advanced

Course duration: 1 or 2 weeks

Lessons per week: 40 One-to-One lessons

15 hours accompanied by a teacher outside of class:

- Accompanied weekday lunches
 - One accompanied activity
- One accompanied evening activity
 - One accompanied excursion

Available in: All centres except New York