



The aim of the course is to give a good general knowledge and understanding of the use of English in business situations.

<b>Course Info</b>	4 weeks - 25 lessons a week ( 45 minutes per lesson )
	Maximum: 12 students per class
	Level: Intermediate to Advanced
	Minimum Age: 17

This course is designed for students who are either at an early stage in their careers or students who have not yet started working.

The aim of the course is to give a good general knowledge and understanding of the use of English in business situations.

The course also prepares you for London Chamber of Commerce and Industry English for Business exams - reading and writing papers - at Level 1 and Level 2\*.

Initially, the course focuses primarily on key Business English skills, with an increasing emphasis on integrated exam practice and strategy sessions as it progresses.

## Course Content and Outcomes

You will be introduced to specific business-related skills such as:

- applying for a job (writing CV/resume + covering letter, job interviews)
- conducting and contributing to meetings and interviews
- giving presentations
- writing reports
- socialising (welcoming visitors and making small talk)
- communicating effectively on the telephone
- corresponding effectively in business (emails, letters and memos)
- understanding inter-cultural differences

## KEY FACTS

- full-time, intensive course
- all course books/study materials + e-learning before, during and after the course
- regular homework
- regular tutorials to give individual help and study advice
- use of the Study Centre after lessons for guided self-study



### Sample Programme

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.15	Introduction: “What is Business English?”	Introduction to the LCCI exam	Letter writing: basics	LCCI Exam Question1, part 1.	Fixed phrases in Meetings
10.15 - 10.45	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10.45 - 12.15	Company structures, personnel & business sectors	CVs and covering letters	Formal - Informal emails	LCCI Exam Question1, part 2.	Roleplay - Meeting
12.15 - 13.15	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13.15 - 14:30	Cultural differences in business	Roleplay: Job interviews	Group exercise: Email writing on iPads.	Meetings: vocabulary & basics	
Homework	Basic Business Vocabulary	Write own CV.	Write an email.	LCCI Question 1 practice	Write a memo and summary of meeting.
AFTERNOON	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.15	The Business World: Sales & Marketing	LCCI Exam Question 2	Using your voice, creating good slides	LCCI Exam Question 3	Telephoning: dealing with problems on the phone
10.15 - 10.45	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10.45 - 12.15	The product development cycle	Giving Presentations	Rhetoric & Public speaking techniques	Group Presentations & feedback	Telephoning role plays
12.15 - 13.15	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13.15 - 14:30	Roleplay: inventing a new product	Introducing a Presentation & capturing attention	Team presentation preparations	Telephoning: getting through & leaving messages	
Homework	Writing advertising copy for a product	LCCI Question 2 practice	Prepare presentations	LCCI Question 3 practice	Study for Business Vocab quiz
AFTERNOON	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>



WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.15	Business Vocabulary Quiz	LCCI Exam Question 4	The Business World: Production & Logistics	LCCI Exam: Mock	Problem solving
10.15 - 10.45	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10.45 - 12.15	The Business World: Finance & Reporting	Discussion skills: giving opinions, probing for info.	The Order cycle & customer services management	LCCI Exam: Mock	Roleplay: Problem solving meeting
12.15 - 13.15	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13.15 - 14:30	Language of Trends, describing graphs	Discussion skills: interrupting, agreeing & disagreeing	Roleplay - Dealing with complaints	Post-mock feedback & discussion	
Homework	Describing graphs, reporting on trends	LCCI Question 4 practice	Writing a reply to a complaint	LCCI exam practice questions	LCCI exam practice questions
AFTERNOON	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>

WEEK 4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.15	Negotiation: theory & terminology	Socialising: welcoming a visitor	LCCI Exam: Final preparation	Business Vocabulary Game	LCCI Exam
10.15 - 10.45	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10.45 - 12.15	Negotiation: tactics & techniques	Socialising: Making small talk	LCCI Exam: Final preparation	Research & present a business (iPads)	LCCI Exam
12.15 - 13.15	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13.15 - 14:30	Roleplay: Negotiating a contract	Roleplay: small talk & socialising	LCCI Exam: Final preparation	Course review and feedback: lessons learned	
Homework	Write an email report on negotiation	Write a report on the LCCI Exam	LCCI exam practice question	LCCI exam revision	
AFTERNOON	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>	<i>Supervised self-study and/or optional social and cultural programme</i>