BUSINESS ENGLISH COURSE – 22 LESSONS PER WEEK

This course is designed for upper-intermediate to advanced learners of English who work or are planning a career in business, i.e. college students, recent graduates and working professionals. The program runs on an 8-week cycle and is organized in weekly modules that include:

- **Personal Development**: setting goals, skills and qualities, SMART objectives, self-awareness and communication...
- **Corporate Image**: corporate PR, time management and prioritizing, effective delegation...
- **Supply Chain**: strategic decision stages, reverse logistics, managing change, force field analysis...
- **Managing Conflict**: office conflicts, conflict management strategies, sounding diplomatic, assertive or forceful...
- **Marketing and Sales**: brand strategies, marketing collocations, active listening techniques, business proposals...
- **Crisis Management**: describing risk and litigation, crisis communication strategies, structuring a report...
- **Investment**: types of investments, investment jargon, decision-making tools, structuring a financial report...
- **Free Trade**: leading the team, team roles, team functions, acronyms and affixes, blending and “raiding”...

Through small class groups of 8 students maximum, this course offers an intensive learning environment that focuses on effective business communication: speaking, listening, reading, writing, as well as grammar, vocabulary and management skills. Experienced Business English trainers provide real-life scenarios and authentic learning materials to practice international business vocabulary and structures in a cooperative and interactive way.

Business English lessons can also be booked as individual 1:1 training.

**Length of Program**
- Minimum 1 week, maximum 8 weeks
- 22 lessons [17 hours] per week – 20 x 45 minutes in the morning (Mon-Fri), 2 x 1 hour in the afternoon (Tue & Thu)

**Minimum Level Required**
- Upper-intermediate

**Start Dates**
- Any Monday

**Class Times**
- Placement test: First Monday 8:15am-9:45am
- Lessons: Monday 10am-1:15pm *
  Tuesday to Friday 9am-12:15pm *
  Tuesday and Thursday 1-2pm
  * In June and September business classes may take place in the afternoon.

**Course Materials**
- Included in the course fees

**Age Range**
- Minimum 18, average 30+ years old

**Maximum Class Size**
- 8 students