



## Business Year

Ideal for individuals who want a competitive edge in the world of work, business and commerce. This intensive immersion course raises your English level and develops the language, skills and cultural understanding you need to thrive in today's global workplace.

### What can you expect on this course?

#### Upon joining the Business Year programme you will:

- › Sit a placement test to determine your current level of English
- › Join a class with other business-focused students of the same level
- › Meet your personal mentor, your teachers and your Business Year Co-ordinator
- › Receive your personal Language Portfolio, a unique study tool tailored to your individual needs, goals and motivation for learning Business English
- › Embark on an empowering and thorough English language course, designed to raise your General English level and enable you to communicate fluently and effectively in a wide range of corporate contexts
- › Be provided with the support, monitoring and feedback you need to excel as you make your way towards fluency
- › Receive continual personal assessment through class tutorials, homework and regular progress and level tests
- › Have confidence that your learning is on track, you are fulfilling your potential, and your new skills are opening doors for you in the world of work

#### Gain an international qualification in Business English

As a Business Year student, you will be awarded an EC Diploma at the end of your course, with the grade depending on the quality of the work you have produced throughout. In addition, you will also have the opportunity to prepare and sit for an

internationally-recognised Business English exam:

### **Business English Certificate (BEC)**

A highly-regarded international qualification that shows employers your skills for using English in the workplace, BEC is an ideal English language exam if you are preparing for a career in business.

There are three different levels of BEC, and you will be encouraged to work hard towards the highest qualification you can attain:

- › BEC Preliminary (Intermediate)
- › BEC Vantage (Upper Intermediate)
- › BEC Higher (Advanced)

### **BULATS**

Developed and jointly run by Cambridge ESOL, the Alliance Française (France), Goethe-Institut (Germany) and the Universidad de Salamanca (Spain), the Business Language Testing Service (BULATS) is designed to test the language skills of those who need to use a foreign language at work. EC will train you in how to achieve the best score possible in your English BULATS exam.

### **Become fluent in the language of international business**

With a focus on relevant corporate situations, you will develop the fluency, accuracy and confidence to deal with clients and colleagues in English, plus the reading, writing, speaking and listening skills you need to function in a wide range of business situations. Language will be taught within such contexts as:

- › Personal identification e.g. exchanging information about yourself, your role and your company, completing forms, exchanging correspondence which gives personal details
- › Travel and meetings e.g. making reservations, enquiries, orders and conference bookings
- › Using the telephone e.g. common abbreviations and acronyms, giving and interpreting numerical data, exchanging information, taking messages
- › Buying and selling e.g. understanding prices and rates, negotiating contracts, making agreements, making offers
- › Products and services e.g. advertising and branding, product launches, trade fairs, supply and distribution, making comparisons, customer support
- › Results and achievements e.g. describing and explaining company background, performance results, trends, events and changes
- › General business environments and routines e.g. planning meetings, arranging appointments, making recommendations and justifying decisions
- › Professional relationships and entertaining clients e.g. inviting, accepting and refusing offers and invitations, welcoming foreign visitors, discussing interests and leisure activities
- › Health and safety e.g. understanding a company's health and safety policy, instructions and notices
- › Company structures, systems and processes e.g. exchanging information on company facilities, production, ordering and delivery systems, and company processes such as staff selection, promotion and appraisal
- › General business issues e.g. management, HR, promotional strategies, training courses, conferences, recruitment, company budgets, sponsorship, use of IT

### **Mentoring and guidance**

Our Business Year students receive an excellent level of personal attention, with motivation and support provided on three levels:

- › Regular one-to-one meetings with your personal mentor
- › Class tutorials, to add a personalised layer to your learning in the classroom

- › Meetings with your Business Year Co-ordinator, who is dedicated monitoring and tracking your academic results, and ensuring your time at EC is as successful and rewarding as possible

### Additional Business Year benefits include:

- › Reading Club, focusing on topics relating to the business world
- › Independent Research Skills, which will enhance your research and presentation skills
- › Lectures on a wide range of interesting topics
- › Structured guidance to assist with participation and motivation in class
- › General and nationality-specific pronunciation clinics
- › Self-access library stocked with books and resources for private study, personal research and reflection
- › Full calendar of social and leisure activities
- › Personal Language Portfolio, which will help you become more independent in your learning journey

## Facts

<b>Level</b>	Low Intermediate to Advanced
<b>Course Duration</b>	Minimum 24 weeks; (Multi-destination minimum 12 weeks per centre)
<b>Course start dates</b>	› Every Monday
<b>Lessons per week</b>	30 lessons per week (22.5hours)
<b>Lesson</b>	1 lesson = 45 minutes
<b>Available In</b>	<ul style="list-style-type: none"> <li>› EC Boston</li> <li>› EC Brighton</li> <li>› EC Bristol</li> <li>› EC Cambridge</li> <li>› EC Cape Town</li> <li>› EC London</li> <li>› EC Los Angeles</li> <li>› EC Malta</li> <li>› EC Miami</li> <li>› EC New York</li> <li>› EC San Diego</li> <li>› EC San Francisco</li> </ul>
<b>Maximum in Class</b>	London, Cambridge, Brighton, Bristol, Boston, New York, San Francisco, Los Angeles, Miami = 14 in class Malta, Cape Town, San Diego = 12 in class

### This course is suitable for students

- › want to develop fluency, accuracy and the appropriate language to operate successfully in an English-speaking workplace
- › would like to gain an internationally recognised Business English qualification
- › want to learn the communication skills to excel within a wide range of corporate situations
- › wish to spend time learning intensively in an English-speaking country
- › want to boost their international career prospects

