

Business Intensive Programme



Following increasing demand from our clients for English classes that meet the needs of today's multi-lingual work environments, St Brelade's College has launched a new **Business Intensive** programme.

The Business Intensive programme is not just aimed for 'executives' but for anyone who uses English regularly in the workplace. It is a cost-effective way to combine a refresher course in General English, with some focused work in the skills and language required to communicate effectively with clients and colleagues from a range of different nationalities.

This programme complements our existing "English for special purposes" one to one services (E.g. English for finance, law accounting etc.)

We have appointed Sue Annan to develop a programme that meets the general requirements of our target customers. Sue has over 20 years experience teaching English to professionals, and has recently completed the Trinity accredited Certificate for International Business English Teaching (Cert. IBET).

Syllabus to include the following elements:

Topics:	Functions
<ul style="list-style-type: none"> E-commerce or Internet technologies in Business Business travel and meetings Job interviews, telephoning, presentations & negotiating Cross cultural Awareness Global English International Trade Making small talk 	<ul style="list-style-type: none"> Meeting and greeting Describing graphs and charts Asking for /giving opinions Asking for clarification Polite requests Agreeing/disagreeing Taking notes How to write a CV, emails, business letters, internal memos

Course Facts:

- 15 hours morning classes in General English, focusing on skills and grammar (Max class size 9 students) plus 7.5 hours afternoon mini-group classes in Business English (Max class size 6 students)
- Full social programme included (2 afternoons plus 2 evenings)
- Suitable for clients of all ages and professional backgrounds with a minimum intermediate level of English
- £265 per week (Summer supplement £35 per week)
- Where class size falls below two persons, clients will be contacted the week before and offered a choice of either a standard intensive course or 4 hours private tuition in place of the business module.