

A lively, problem-solving approach to business situations is adopted, combining the study of textual, audio and video materials with stimulating role-play based on realistic case studies.

The teaching emphasis is established at course commencement according to individual & group needs. Courses include the following areas studies within a general business context:

- Business Communication Skills
- Business Correspondence: reports, memos & faxes
- Discussion of individual needs, interactive skills
- Telephone Calls
- International Marketing & Finance
- Complaints
- Business Meetings
- Management Procedures
- Data Analysis
- Negotiation Skills
- Presentations
- Language of International Trade: export and import

One-to-One – PM

The one teacher to one trainee formula means a highly intensive, flexible and well-organised teaching programme that does not waste any valuable time. The completion of the Needs Analysis Questionnaire and the Pre-Test allows the precise language aims of each trainee to be identified before arrival in the UK, so that an individual programme can be designed to obtain optimum results.

We can also offer specialist tuition for participants who require English for Specific Purposes, including:

- Computing
- Journalism
- Airlines
- Banking
- Business Management
- Information Technology
- Hotels and Tourism
- Technicians & Engineers
- Oil Companies
- Customs and Excise
- Administration
- Secretarial
- The Armed Forces
- Law
- Diplomacy
- Government

Timetable

Lessons	Course	Time
1 & 2	Business Communication	9.15-10.45
3 & 4	Business Communication	11.05-12.35
5 & 6	One-to-One	14.00 - 15.30
7	One-to-One	15.45 - 16.30

Executive Homestay Accommodation

Accommodation will be with one of our experienced British host families and executive families offer a higher standard of accommodation. Staying with a host family gives the opportunity to practise what has been learned during the day and absorb English expressions, which only occur in the home or family. Accommodation will provide a single room with half board during the week and full board at the weekend.