



Business and Professional English

Our Business and Professional English course will develop your English language skills for professional communication in small, focused groups. Through realistic tasks and practice, you'll gain confidence in making presentations, taking part in international meetings, cross-cultural networking and other professional situations. Choose from:

- 15 hours a week group training, mornings or afternoons.
- 30 hours a week group training

Course Level

1	2	3	4	5	6	7	8	9
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Location

Holland Park Gardens (London)

Age

Minimum 25

Group size

Maximum 6

Duration

1 to 8 weeks

Hours

30 or 15 hours per week

Timetable

09:30 – 16.45 (Monday to Friday)

Part-time: 15 hour per week

Choose morning or afternoon sessions.

Morning: 09.00 – 12.30 (Monday to Friday)

Afternoon: 13.30 – 16.45 (Monday to Friday)

Start dates

Every Monday

Course includes

- All course materials and resources
- Three months access to London School Online platform
- Detailed end of course progress report
- Certificate of course completion

Who is it for?

This course is ideal for experienced professionals who wish to improve their business and professional English skills in a commercial context in the shortest possible time. Typically, you will have at least several years of professional experience and will be well-established in your chosen career. This course will benefit any professional person who needs to develop effective communication skills in English for use in their business life.

Course content

During this course, you can expect to cover the following areas:

- Communication skills
- Participating in and chairing meetings
- Negotiations – persuading, bargaining, compromising
- Presentations – making yourself clear, effective structuring and emphasising
- Business word building
- Common business topics
- Email writing
- Teleconferencing and telephoning
- Networking
- Cross-cultural awareness
- Grammatical accuracy
- Accuracy in pronunciation

Everything you learn on this course is practical. Through a variety of realistic tasks we help you to practise and improve the language you will need for your everyday work.

Benefits

At the end of this English course you can expect to:

- Communicate more effectively and fluently
- Participate more confidently in meetings
- Approach negotiations more diplomatically
- Respond more spontaneously in different situations
- Have expanded your range of business vocabulary
- Communicate more professionally in English
- Be able to network with greater confidence

Previous clients came from:

