



Business and Professional English 25+

This course focuses on English for business and professional purposes. You will learn and practise language skills which will give you greater control of your communication, and you will also gain confidence in a wide range of tasks, including making presentations in English, taking part in international meetings, and cross-cultural networking.

Details

Course Level**Location**

Holland Park Gardens (London)

Age

Minimum 25

Group size

Maximum 6

Course length

1-8 weeks

Hours

15 or 30 hours per week

Timetable

Full-time (30 hours per week):

09:00 – 16:40, Monday to Friday

Part-time (15 hours per week, mornings only)

09:00 – 12:20, Monday to Friday

Dates

Starts any Monday

Fees

Full-time: £1250 per week

Part-time: £755 per week (mornings only)

Part-time: £685 per week (afternoons only)

Course includes

- ← Weekly talk by guest speaker
- ← Networking reception
- ← Access to the self-study area
- ← Three months access to London School Online platform
- ← All course materials
- ← Detailed end-of-course report



Who is it for?

This course is ideal for experienced professionals, including executives, managers, lawyers, politicians and administrative staff who wish to improve their English for professional purposes. Participants usually have several years professional experience and they are usually well-established in their career.

Course content

The course typically covers:

- ▶ Chairing and participating in meetings
- ▶ Language for clarifying, checking understanding, mediating and reaching a compromise
- ▶ Negotiating: persuading, bargaining, compromising
- ▶ Presentations: making yourself clear, effective structuring, emphasising
- ▶ Email writing
- ▶ Teleconferencing and telephoning
- ▶ Networking
- ▶ Cross-cultural awareness
- ▶ Grammatical accuracy
- ▶ Pronunciation

Through a variety of task-based activities you will practise and improve the language you will need for your everyday work.

Benefits

By the end of the 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 professional vocabulary
- ▶ Be able to network with greater confidence

The course usually includes the activities:

- ▶ Meetings
- ▶ Negotiations
- ▶ Role plays: situation based (e.g. networking), and function-based (e.g. giving advice)
- ▶ Presentations: at the end of the course each course participant gives a presentation. This is an opportunity to practise speaking for an extended period, and using language learned during the course. Presentations are recorded so your trainer can give detailed feedback

Trainers carefully monitor all group-based communicative activities to help you achieve the correct level of appropriacy and diplomacy.