

## DIALOG IN CHESTER



### Minigruppe Business English & Einzelunterricht 5

#### Detailed course description

##### General information

Intensive course for professional people, intended for those who want to improve their English but cannot spend a long time due to work or other commitments. We work with small groups with a maximum number of 6 students per group to ensure that participants receive the help and encouragement they need, we focus on the functional language that is most needed in the workplace or business environment. For maximum flexibility, the courses have a modular structure so students can begin on any Monday.

##### Class Size

Maximum 6

##### Levels

Elementary to Advanced (not for absolute Beginners)

##### Course programme

Each course has a different combination of group and one-to-one work. The group programme has four components:

- English for Business & Professional Purposes  
Essential skills for doing business and communicating with other people in English: including meetings, telephoning, negotiating and presentations.
- Social Business Skills  
These sessions look at increasing students' confidence in dealing with less structured social and business situations: greeting and welcoming visitors, small talk, cultural awareness, e-mails etc.
- Language Work in a Professional Context  
These are topic and task-based sessions to develop the students' knowledge of vocabulary and language structure in a business and professional context.
- British Business and Professional Culture  
These classes focus on British Life topics and business discussion. Here is also an opportunity to work on personal areas of weakness. The weekly programme is negotiated by the group with the teacher.

## **Sample timetable**

|             |  |
|-------------|--|
| 08.30-09.15 | 1 to 1 tuition   |
| 09.30-11.00 | English for Business & Professional Purposes: Negotiating, Meetings, Business telephone skills, Presentations    |
| Break       |  |
| 11.30-13.00 | Social Business Skills: Describing your company, Small Talk, E-Mails, Hotels and restaurants, Introducing people |
| Lunch       |  |
| 14.00-15.30 | Language work in a professional context  |
| 15.45-16.30 | British Business & Professional Culture  |