



Guildford College Group
International Centre

New!

Intensive Business English Course

This course is for professional and business people who are either already using English in their place of work or who would like to have the opportunity to use English more effectively in a business environment.

You will improve your confidence in international business communication, develop your negotiation skills, build on your business vocabulary and increase your skills in specific business areas with the aim of helping you in your current or future employment. This is an intensive course and as such you will need to completely focus on the course during this period.

Minimum Level Requirement: Upper Intermediate (B2) to Advanced (C1)

Fees: Week 1 - £485 Week 2 - £485

 Week 1 and 2 - £890

This includes registration and enrolment, 25 hours tuition per week and a Guildford College Certificate of Attendance and Participation. Accommodation and social activities are available on request at an additional cost.

Students will be accepted on a first come, first serve basis and will need to prove their current level of English. Maximum 12 students per class.

Closing Date for Applications: Friday 21st June 2013



<http://international.guildford.ac.uk>

Call: +44 1483 44 86 90 Email: international@guildford.ac.uk

Guildford College Group Stoke Road Guildford Surrey GU11EZ UK

Course Overview

WEEK 1: 15th -19th July 2013

BUSINESS MEETINGS

- Preparing for a meeting
- Chairing a meeting
- Putting your position forward in meetings
- Clarifying a point in meetings
- Practising your new skills
- Meeting structures and formalities
- Meeting language and vocabulary
- Agreeing and disagreeing with others in meetings
- Concluding a meeting

BUSINESS PRESENTATIONS

- Preparing for a presentation
- Good communication skills for presentations
- What makes a good presentation?
- Practising your new skills
- Presentation structure (design and content)
- Language and vocabulary specific to presentations
- Responding to questions from your audience

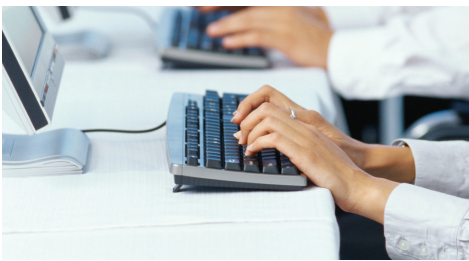
WEEK 2: 22nd - 26th July 2013

BUSINESS COMMUNICATION VIA TELEPHONE AND EMAIL

- Language and vocabulary for emails & telephone
- Clarifying points made on the phone
- Techniques to be courteous, confident & concise
- Writing structure and useful phrases for emails
- Awareness of cultural differences
- Practising your new skills

BUSINESS NEGOTIATIONS

- Language and vocabulary for negotiations
- Making proposals
- Practising your new skills
- Agreeing and disagreeing
- Techniques to sound persuasive but polite



Discover
what is available
to you at the
Guildford College
Group.

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