



# Business and Specialised Programme

For many business and professional people, the ability to speak English is a necessity for success. At Anglo-Continental, we offer a choice of scheduled and specially arranged courses to meet this need.

## Scheduled Courses

Our short business and specialised courses cover the following areas:

- English for Business
- English for Finance
- English for Management
- English for Marketing and Sales
- English for Medical Professionals
- English for Medical Students
- English for Law
- English for Engineering

They are suitable for people at all levels of an organisation, from administrative staff to management, and for students preparing for professional employment. They combine 20 lessons of intensive general English tuition with 10 lessons each week developing the language of your chosen specialisation - arranged in independent modules so that you can enrol for a period of time convenient to you. The essential language used in these specialised areas is listed on pages 22 and 24.

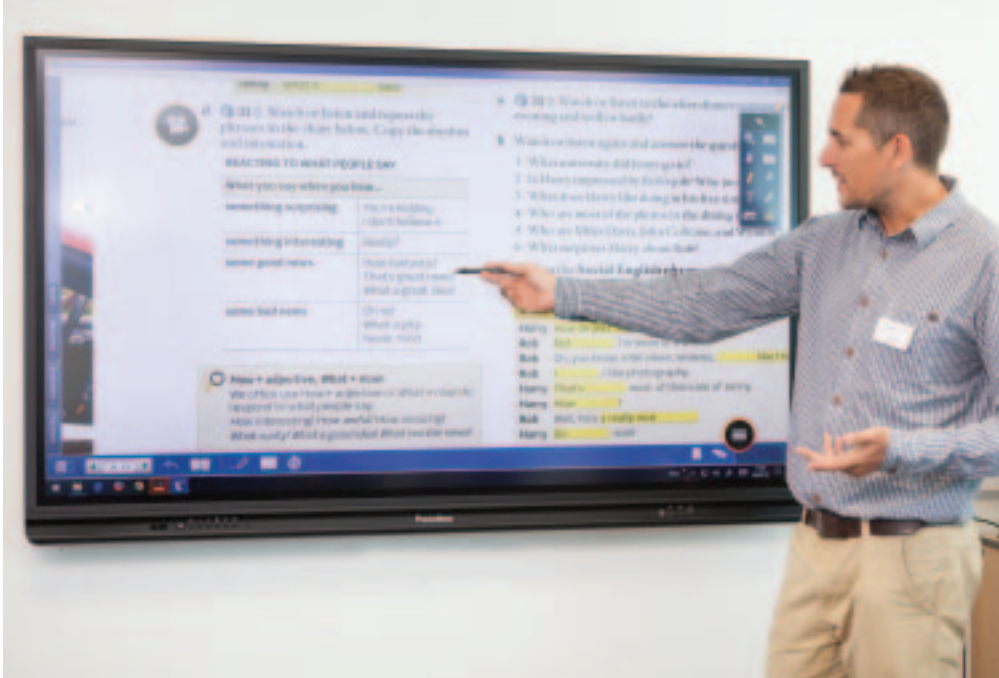
## Business and Specialised Lessons

Your teachers, who have background knowledge of the subject of your choice, will use a wide variety of methods and materials, including authentic texts, documents and recorded material appropriate to your work. Role-play, student presentations, and guided and free discussion will improve your fluency and give you the realistic practice you need.

### One-to-One Online Lessons

If you wish to take online lessons before or after completion of your course please refer to pages 38 - 40.





### Additional Study

Homework (written assignments, preparation and revision) is an integral part of the course. We also recommend that some time should be devoted to additional study in the multi-media learning centre, with computers, internet access, TV, DVD, reference books/materials and private study facilities. Free wireless internet access is also available on campus.

### Language Level for Entry

If you would like an indication of your English language level, you can take an online test before you enrol. This will be used as a guide and final acceptance is subject to our entry test held at the school. If you are not yet at the minimum level required, you will be transferred to the General English Programme.

### Pre-Training Assessment

Final acceptance on the course is subject to our pre-training assessment. This is an assessment of the suitability of the course according to the background and qualifications of the client.

### Group Bookings

Business and Specialised Courses are available for individuals and groups. Please contact us for a group quotation.

### Guest Speaker/Educational Visits

Once every two weeks a guest speaker or educational visit will be organised.



### Sample Timetables

Download sample Business and Specialised timetables from the website:

[www.anglo-continental.com/bus-spec.pdf](http://www.anglo-continental.com/bus-spec.pdf)



### English for Business

- Business background
- Customer care
- Networking and socialising
- Business correspondence and communication
- Negotiating business agreements
- Business proposals and quotations
- Meetings, conferences and presentations
- Preparing and analysing reports
- Curriculum vitae preparation
- Interviews and appraisals
- Telephoning and skyping skills
- Email communication

### English for Finance

- Company structure
- Financial organisation
- Budgeting and financial planning
- Banking and bank services
- Currencies and foreign exchange
- Accountancy and financial transactions
- Investment appraisal
- Taxation and insurance
- Financial documentation and correspondence

### English for Management

- The role of the manager
- Company organisation and control
- Management strategy and decision-making
- Employment documentation
- Industrial relations - consultation and mediation
- Interviewing, selection and recruitment
- Staff training and appraisal
- Targets and budgets
- Human resources
- Inter-departmental communication

### English for Marketing and Sales

- Marketing strategies
- Sales promotion
- Advertising
- Social media
- Product awareness
- Marketing and sales presentations
- Meetings, conferences and negotiations
- Contracts and agreements
- Market research, surveys and statistics
- Forecasts and projections
- Effective oral and written communication



### Programme Features

- Pre-training assessment
- Guest speaker/educational visit
- Virtual learning environment - eAnglo
- Free access to the multi-media learning centre

# Intensive Courses plus English for Business 2022

Course number	B-1.30	B-2.30	B-3.30	B-4.30
<b>Course type</b>	<b>English for Business</b>	<b>English for Finance</b>	<b>English for Management</b>	<b>English for Marketing and Sales</b>
<b>General English lessons</b>	20			
<b>Specialised lessons</b>	10			
<b>Total lessons per week</b> <small>(lesson duration: 45 minutes)</small>	<b>30</b>			
<b>Guest speaker/Educational visit</b>	1 every 2 weeks			
<b>Language levels for entry</b>	Intermediate to Advanced See note A			
<b>CEFR levels for entry</b>	B1 - C1 See note A			
<b>General English - class size</b>	Class average 10 (Max.15)			
<b>Specialised English - group size</b>	Average 5 (Max. 8)			
<b>Minimum age</b>	18			
<b>Course duration (weeks)</b>	2 - 4			
<b>Course fees</b>	Pounds sterling			
<b>First 2 weeks</b>	1150			
<b>Each additional week</b>	455			
<b>Accommodation fees</b> <small>(Pounds sterling)</small>	<b>Standard homestay - single room</b>		<b>Executive homestay - single room</b>	
<b>First 2 weeks</b>	330		560	
<b>Each additional week</b>	135		250	
<b>High season supplement</b> <small>(19 June to 7 August - per week)</small>	37		37	
<b>Cashless lunch card</b> <small>(optional - per week)</small>	35		35	

## Course fees include...

- Enrolment fee
- Pre-training assessment
- Entry test
- Tuition
- Textbooks and teaching materials
- Virtual learning environment - eAnglo
- Guest speaker/educational visit
- Use of the Executive Centre and facilities
- Multi-media learning centre for personal study
- Educational Advisory Service
- Student card
- Certificate of Studies
- Orientation tour on first day
- Wi-Fi
- Sports and leisure activities information available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)
- Services of the Student Support team

## Standard homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £7 per day).
- Light laundry - once per week
- Wi-Fi

For further details of accommodation see pages 62 - 63.

## Airport transfers

- See pages 70 - 71.

## Notes

**A** If you would like an indication of your English language level, you can take an online test. Final acceptance is subject to our examination pre-test or our entry test held at the school. If you have not yet reached the required level, you can first enrol for a period of preparation on the General English Course. See pages 8 - 10.

## Course entry dates 2022

January	February	March	April	May	June	July	August	September	October	November	December
4, 17, 31	14, 28	14, 28	11, 25	9, 23	6, 20	4, 18	1, 15, 30	12, 26	10, 24	7, 21	5*

\* 2 weeks only