



Introduction

Our Business English tailored courses generally focus on: writing emails, letters and reports, describing your job and company, taking part in meetings, presenting and describing your products or services, summarising trends, company performance and results, negotiating, selling and marketing as well as skills for socialising with confidence.

Who is this course for?

The course is aimed at a wide range of business learners with a genuine interest in improving their English with:

- An existing high level of proficiency in the language or
- Babel assessment of B2/C1 of the Common European Framework of Reference for Languages (CEFR) or
- IELTS score of 6.5-7, Cambridge English Business Higher or equivalency

By the end of the course you will:

- Understand with ease virtually everything heard or read.
- Express yourself spontaneously, fluently and precisely, differentiating finer shades of meaning even in more complex situations.
- Understand correspondence expressed in non-standard language, deal with all routine requests, understand and write most reports you are likely to come across, contribute effectively to meetings and argue for or against a case, follow discussion with only occasional need for clarification and engage in extended conversations.

How is the course taught?

- A communicative approach is used. All four skills (speaking, reading, listening and writing) are practised, with the main emphasis on speaking.
- Learners will also be offered guidance in self-study and be set optional homework tasks.

ADVANCED ENGLISH COURSE OUTLINE

Course Design

This course is designed to be delivered either online or face-to-face and can be delivered individually in 1:1 sessions or as part of a group.

Course Duration

Our courses can be tailored in length to suit your preferences, from fixed term courses to flexible, ongoing options.

Group Size

We recommend a maximum group size of 6 in order to maximise learner/tutor engagement.

Course Fee

Our fees start at £45 per hour and depend on the course duration, whether 1:1 or group training is provided, and the scale of the overall programme. We are happy to work within a defined budget.

Contact

Sue Curry
Director

E: sue.curry@babelgroup.co.uk

T: 020 8295 5877

W: www.babelgroup.co.uk

Sample Course Content

The actual content depends on pre-course Needs Analysis and is subject to on-going development as the course evolves. These are sample topics only:

Your & Your Organisation

Describing your role and responsibilities
 Typical work-related scenarios and special terminology
 Improving fluency and coherence
 Using the right tense – grammatical range and accuracy

Email Writing

Formal versus informal
 Opening and closing
 Giving news, information or help
 Invitations and directions
 Describing trends, cause and effect, contrast
 Being direct and brief, friendly and polite
 How to avoid common mistakes, bank of useful expressions

More Business Correspondence

Planning and organising your ideas
 Describing complex charts, tables or graphs
 Avoiding repetition
 Expressing an opinion
 Business-related language phrases

Meetings/video-conferencing

Chairing, setting the agenda, controlling the conversation
 Participating, turn-taking, listening, and taking notes
 Being diplomatic, agreeing and disagreeing
 Pronunciation, intonation, and 'chunking'

Business Reports

Skim reading reports and news feeds, scanning for detail
 Identifying the main idea
 How to report information and ideas
 Writing reports – style, register, conventions

Telephoning

Checking and clarifying information
 Work-related specific scenarios
 Listening to different accents, intonation

Making Presentations

Introducing a topic effectively
 Linking and sequencing ideas
 Concluding
 Responding to questions

Process Management

Describing processes and their cause and effect
 Criticising, recommending
 Continuous improvement, quality assurance

Negotiating/Influencing

Key negotiating/influencing language, framing your argument
 Negotiating with suppliers/customers
 Influencing your colleagues

Supplementary Language Needs

In addition to the topics detailed above the course will address specific language needs as required, for example, consolidating grammatical knowledge, fine-tuning of pronunciation and speech patterns, and understanding and using idiomatic language.

Learning Resources

Learners will be provided with (or are expected to purchase) their own textbook. An exercise book may also be recommended. The teacher will supply additional material, both tailor-made and taken from other sources (textbooks, newspapers, and new media).

Language Training

Babel offers inspiring and interactive lessons in all major languages from Beginners to Advanced. Tailored to your own specific goals and scheduled at a convenient time, you'll receive support and motivation from your own native-speaking tutor.

Cross-Cultural Training

Cultural competency is a skill for anyone working in a global organisation. We help people recognise and understand the inevitable cultural differences they encounter and develop the skills necessary to successfully manage these differences.