

# BUSINESS ENGLISH

Earnings & Dividends

*Intensive courses  
tailored to suit  
your individual  
needs*

A MEMBER OF  
**ARELS**  
ENGLISH IN BRITAIN



accredited by  
**The British Council**

## BUSINESS ENGLISH:

# Group Classes...

As a business person you are undoubtedly busy and would appreciate a short intensive course to really focus on your English skills in the most efficient way possible.

We have years of experience in Business English and have successfully provided language training to a range of blue-chip clients. A small selection includes:

**Ericsson; Nokia; ABB; Honda; Ernst & Young; Bausch & Lomb; Deutsche Bank; Finibanco; Military personnel from the Italian Navy and the Oman Air Force.**

Also various institutions in Sweden including:

**The University of Lund; The Ministry of Education; The Ministry of Labour; Malmo City Planning Office.**

References available on request.

At Anglolang we offer an intensive one or two week course package of tuition, accommodation and social programme.

### **At the end of the course you will:**

- Be more confident about using English
- Be more fluent in English
- Be more aware of politeness/diplomatic expressions
- Be able to use English directly relevant to your work
- Have a wider vocabulary
- Have better listening skills

## A course tailored for your needs

Although we offer suggested timetables, we work closely with our customers to tailor courses to your exact requirements.

Courses can be conducted in **closed groups** so that you and your colleagues can enjoy studying together on an intensive course of your choice or, alternatively, you can join **open groups** and benefit from learning alongside business people from other cultures.

## Plus a varied social programme

In order to gain the maximum benefit from your course we offer a varied **social programme** featuring:

- A town tour with guide
- A country pub tour on your first evening
- Private film screening in our own Anglolang cinema
- An end of course dinner
- Plus optional excursions and theatre outings

### YOUR CHOICE OF ACCOMMODATION

HOME STAY

GUEST HOUSE

HOTEL



# Course Details...

Although we can design any Business course to suit your needs, our most popular courses are:

## Presentation Skills

In a small group of no more than 8 students you can study the most effective ways to give presentations in English.

**Course content includes:**

Useful phrases, advice on introducing, structuring and linking presentations, effective use of visual aids, creating and maintaining audience interest and intensive individual attention to your own weaker points whether it be your English (eg: pronunciation, vocabulary) or your general presentation technique.

The course usually culminates in giving a videoed presentation, taking questions from the audience and individual feedback. Why not improve your English and Presentation Skills at the same time in a supportive, professional environment.

## Meetings

An opportunity to improve your oral fluency, listening skills and ability to communicate more effectively.

**Course content includes:**

Studying the features of successful meetings and practising putting over your point of view. Learning useful phrases for agreement, disagreement, making concessions, summarising, concluding and all the other functions of meetings.

We also look at the language of persuasion, politeness and diplomacy, negotiation, intercultural awareness, social English and the presentation of facts and figures. Meeting simulations based on your work situation can be combined with the opportunity to discuss a wide range of topical world issues to improve your general English.

## English for Secretaries

A great chance to improve your confidence in English and to talk about a variety of world and work issues.

**Course content includes:**

Social English with a focus on vocabulary building and expressing your opinions has been a popular feature of the course together with work related topics. The language of telephoning, intercultural awareness and the welcoming of visitors are also covered. Some secretaries on our courses request the layout and vocabulary of business letters and faxes and this is also available. There is also an optional visit to the workplace of a British secretary in order to compare notes. However, it must be emphasised that all the components of the course can be negotiated with the students, some secretaries like to study presentation skills for example, and this can easily be catered for.

| Course details  | Presentation Skills                           | Meetings | English for Secretaries | Tailored Courses |
|-----------------|---|----------|-------------------------|------------------|
| Course duration | 1 week  |          |                         |                  |
| Level           | A good level of spoken English is recommended |          |                         |                  |
| Hours           | 7 hours a day including 50 minutes break time |          |                         |                  |
| Class size      | Minimum 4, maximum 8                          |          |                         |                  |

**ADDITIONAL WEEKS**

Many of our students like to extend their Business Course and take further classes to improve their English either before or after their main course. We also offer follow-up courses in each field for those who would like to further their skills at a later date.

**Available options are:**

- General English: 4 or 7 hours per day in an open group at your level
- Or One-to-one classes: 4 or 7 hours a day
- Or A combination: 4 hours a day General English plus 1 - 3 hours one-to-one

ANGLOLANG ACADEMY OF ENGLISH is a well established language training institute with an international reputation. Anglolang is located in a charming nineteenth century manor house which has been refurbished to a very high standard. Facilities include a large-screen video room, private cinema, computer room with 9 Pentium workstations with free Internet access, and comfortable, well appointed classrooms.

**ANGLOLANG**

ACADEMY OF ENGLISH

20 Avenue Road, Scarborough  
North Yorkshire YO12 5JX, England

Telephone: 01723 501991  
or 367141  
International +44 1723 501991  
or 367141

Fax: 01723 378698  
International +44 1723 378698

E-mail: [communicate@anglolang.co.uk](mailto:communicate@anglolang.co.uk)  
<http://www.anglolang.co.uk>



## DISTANCE LEARNING

Our two Business Courses - World of Work 1 and World of Work 2 - are for pre-intermediate to advanced learners and are delivered by CD-ROM and the Internet. With the help of your Personal Distance Learning Tutor you can study what you want when you want at your own pace. An ideal solution for those who wish to continue their studies at home.

**Further details available on request.**

