



# Programme

# English for Business



## Emphasis

Our English for Business course teaches essential English language skills to help you communicate effectively in a range of business contexts.

## This programme is right for you if:

- You need to use English in business situations or with English-speaking colleagues
- You want to improve your general English language skills as well as learning specific communication skills for the workplace
- You want a flexible programme with frequent start dates and different course lengths to suit your needs
- You want to receive a KIC certificate at the end of your course

## Course Facts

### Course start dates 2011

Every week

### Course entry level

Intermediate to Advanced

### Number of lessons

20 lessons of General English, 8 lessons of English for Business and 7 sessions of supplementary Structured Study per week

### Lesson length

45 minutes

### Course length

Minimum 2 weeks

### Locations

London, Bath, Bournemouth, Manchester, Edinburgh, Dublin, Sydney, Brisbane, Cairns, Perth, Melbourne, Auckland, Christchurch, Vancouver, Toronto, New York Empire State, New York East Village, Washington DC, Seattle, San Francisco

### Class size

Average 12, maximum 15

## Your classes



### General English classes

Our experienced team of teachers will focus your study on the four main language disciplines of reading, writing, listening and speaking. Your fluency and confidence will increase rapidly thanks to Kaplan's proven communicative teaching method.



### English for Business classes

Your English for Business electives include a range of subjects to help you communicate effectively in the workplace. Topics can include participation in meetings, writing skills in business situations and interview techniques.



### Supplementary Structured Study

Your supplementary Structured Study sessions give you access to learning materials such as online language exercises, course books and interactive computer programmes, allowing you to focus on the language discipline of your choice.

## Programme Structure

### English for Business

Each week you will receive:

- 20 lessons of General English
- 8 lessons of English for Business
- ▲ 7 sessions of Supplementary Structured Study

Total: 21 hours + 5.25 hours of Structured Study per week

Classes can alternate between mornings and afternoons. Your exact timetable will depend on the school of your choice.

