

# English for Adult Educators (Business Communication)

## ENTRY LEVELS

**IELTS** 4.0 to 7.0  
**TOEFL** 450 to 600  
**CEF** A2 to C1+  
**RLC Pre-Test** 50 to 90

**Min Age** 18  
 (Summer - 21)

**Max Class Size** 8

**Duration** 2 weeks

A lively, problem-solving approach to business situations is adopted, combining the study of textual, audio and video materials with stimulating role-play based on realistic case studies.

The teaching emphasis is established at course commencement according to individual & group needs.

## Preparation

Consideration of participant's language needs in the professional context. Needs analysis outlining individual requirements. On-line pre-test. Advice on pre-course language preparation.

## Objectives

Designed for non-native speakers of English, providing enhancement of language and communication skills in a pan-European context. Consideration of business models and factors affecting inter-cultural communication. Exchange of views with fellow participants from a wide variety of countries and cultures.

## Methodology

Lessons are based on an oral communicative approach to language learning; reading and writing are used only in a supportive role where appropriate. Full use is made of audio-visual resources and modern teaching methods.

## Follow-up

Participants receive advice on continuing their language learning after the course, and have email access to a Richard Language College tutor.



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## Programme

Programme 35 Lessons x 45min per week (26.25 hrs)						
09.15 10.45	BREAK	11.05 12.35	LUNCH	14.00 15.30	BREAK	15.45 16.30
Lessons 1/2		Lessons 3/4		Lessons 5/6		Lesson 7

**Lessons 1-4: Business Communication Skills** Management Procedures, Negotiation Skills, Business Meetings Data Analysis, Presentations, International Marketing & Finance, Language of International Trade: Export & Import Telephone Calls, Individual Needs, Interactive Skills, Complaints, Business Correspondence: reports, memos & faxes.

**Lessons 5-6: English for Professional People:** Socializing, International Issues, English for Travelling, Telephone English, Practical Writing: Memos, faxes, e-mails, CVs, Describing Trends, Meetings, Recruitment/Job Applications

**Lesson 7: Vocabulary in a professional context.**