



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 Medical Professionals
- English for Medical Students
- English for Law

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 page 20.

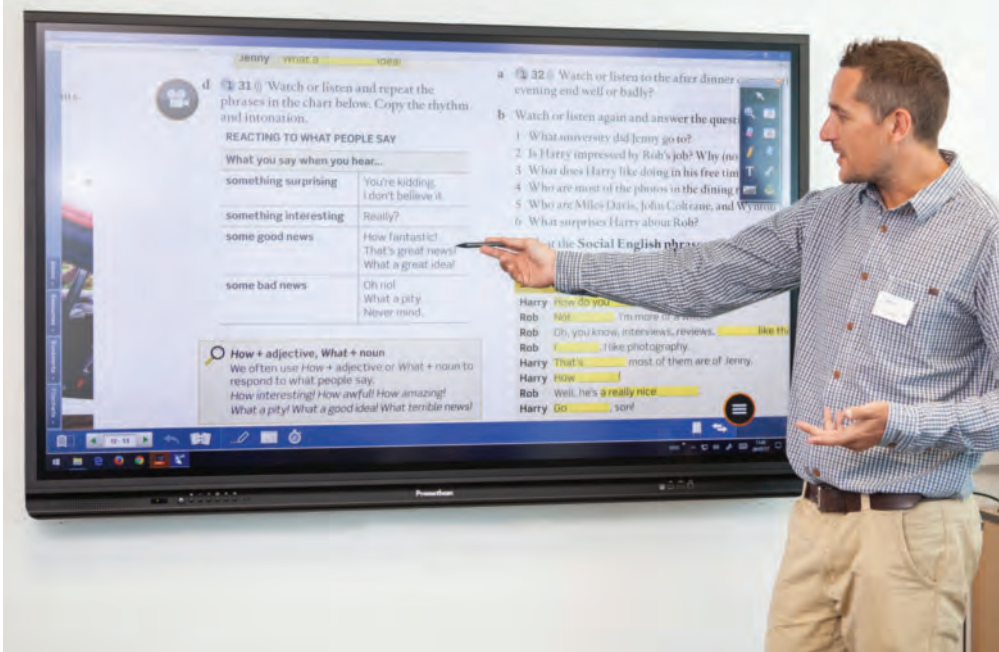
Business and Specialised Lessons

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 30 - 32.





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 using eAnglo and the multi-media learning centre. 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



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 video conferencing skills
- Email communication

English for Medical Professionals

- Communication with patients and medical staff
- Explaining medical procedures
- Conducting medical examinations
- Taking histories and writing reports
- The hospital environment
- Care of medical and surgical patients
- Working within specialties
- Authentic medical films
- Medication – side effects, dosages and contra-indications
- Using medical documents

English for Medical Students

- Human anatomy
- Diseases and symptoms
- Taking histories
- Conducting medical examinations
- Medical publications and research
- Authentic medical films
- The World Health Organisation
- Reading and writing case histories
- Medication – side effects, dosages and contra-indications
- Evaluation of online medical websites and resources

English for Law

- Legal principles and practice
- International law
- Legal concepts, rights and obligations
- Negotiating contracts and agreements
- Company and commercial law
- Interviewing and advising clients
- Considering evidence and preparing a brief
- Presenting your case and arguing points of law
- Conferences, meetings and presentations



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 and Specialised Subjects 2023

Course number	B-1.30	S-5.30A	S-5.30B	S-6.30
Course type	English for Business	English for Medical Professionals	English for Medical Students	English for Law
General English lessons			20	
Specialised lessons			10	
Total lessons per week <small>(lesson duration: 45 minutes)</small>			30	
Guest speaker/Educational visit			1 every 2 weeks	
Language levels for entry			Intermediate to Advanced See note A	
CEFR levels for entry			B1 - C1 See note A	
General English - class size			Class average 10 (Max. 15)	
Specialised English - group size			Average 5 (Max. 8)	
Minimum age	18	21	18	18
Course duration (weeks)			2 - 4	
Course fees	Pounds sterling			
First 2 weeks	1275			
Each additional week	525			
Accommodation fees <small>(Pounds sterling)</small>	Standard homestay - single room		Executive homestay - single room	
First 2 weeks	360		590	
Each additional week	145		260	
High season supplement <small>(18 June to 6 August - per week)</small>	45		45	
Cashless lunch card <small>(optional - per week)</small>	40		40	

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 on first day
- Wi-Fi
- Sports and leisure activities information available online: 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 £8 per day).
- Light laundry - once per week
- Wi-Fi

For further details of accommodation see pages 46 - 47.

Airport transfers

- See pages 54 - 55.

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 2023

B-1.30, S-5.30A, S-6.30

January	February	March	April	May	June	July	August	September	October	November	December
3, 16, 30	13, 27	13, 27	11, 24	8, 22	5, 19	3, 17	7, 21, 29	11, 25	9, 23	6, 20	4*

* 2 or 3 weeks only

S-5.30B

January	February	March	April	May	June	July	August	September	October	November	December
3, 16*	~	~	~	~	5, 19	3, 17	7, 21*	~	~	~	~

* 2 weeks only