

SGI - Business English Mini Group



This popular Business English course runs from 9.15-12.45 and is ideal for students who want to become more confident with the **practical English they need for the workplace and business situations**, whilst at the same time have the chance to explore all that London has to offer.

What can I expect from the course?

- * The opportunity to work in an interactive practical way on **Business English concepts** and topics such as presentations, negotiations, telephoning and participating in meetings and discussions.
- * Stimulating and enjoyable lessons from our experienced Business English teachers ensuring your **full participation**.
- * The small class size ensures you get **individual guidance** and **maximum personal attention** during the lessons.
- * With our emphasis on ensuring you study 'real' Business English, teachers use a lot of **authentic Business English materials** from the internet, newspapers and other sources

Key Features

Group Size	8 All-Year
Lessons Per Week	20 (1 lesson=45 min)
Duration	Minimum 1 week
Levels	Intermediate-Advanced
Minimum age	18
Progress	Individual testing & guidance
Start dates	Every Monday

Prices - Registration fee (all courses) £75 – Weekly prices:

	1-3 weeks	4-7 weeks	8+ weeks
Price	£330	£320	£310



Kenichiro from Japan: *"I took a Business English course in summer. The topics and elements you learn are all related to business situations. For instance, the vocabulary you learn, making business calls, writing emails and how to give presentations. I really enjoyed gaining these realistic and useful skills"*

Sample Timetable:

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:15 - 10:45</p> <p>Introduction Students present summary of their background & objectives for their course</p> <p>Coursebook Focus on Topic: Raising Finance Vocabulary: Financial terms Listening: Ways of raising finance</p>	<p>9:15 - 10:45</p> <p>Coursebook VOCABULARY Learning Vocabulary Recycle/vocab building</p> <p>Coursebook SKILLS FOCUS Reading Financing start-up businesses Review of Monday & Tuesday input</p>	<p>9:15 - 10:45</p> <p>Coursebook LANGUAGE INPUT Theme-Debt or Equity Dependent prepositions Conditionals review AUTHENTIC MATERIAL Article from The Economist SKILLS FOCUS Summarising information</p>	<p>9:15 - 10:45</p> <p>Coursebook FUNCTIONAL LANGUAGE open/closed questions softening phrases signalling phrases</p> <p>Coursebook SKILLS FOCUS Role Play Financial manager negotiates terms for overseas posting with personnel director</p>	<p>9:15 - 10:45</p> <p>No coursebook Case Study Group negotiation Film Producers vs Investment Bankers Blended Learning use of Internet authentic news website finance reports Review of the week</p>
<p>11.15 - 12.45</p> <p>Presentations module Discuss purpose of presentations introduction to types of presentation budget presentation company presentation</p>	<p>11.15 - 12.45</p> <p>Presentations module discuss problems of yesterday students prepare self-presentations using prepared notes feedback & language input if necessary</p>	<p>11.15 - 12.45</p> <p>Presentations module further language input work on introductions-formal & informal work on stating the purpose of the presentation from a proforma handout. students invent a company as basis of pair presentation</p>	<p>11.15 - 12.45</p> <p>Presentations module Students in pairs work on their company profiles with tutor guidance, the purpose being to get financial backing for their company. Students start to plan presentations-in terms of intro/main points/conclusion</p>	<p>11.15 - 12.45</p> <p>Presentations module Students finish planning presentations Students give their presentations to other students and other members of staff Feedback on the presentations and the week as a whole</p>