

**Who is this course for?**

Business English Advanced (C1/C2) course is designed for business professionals and students at advanced level, who want to improve their English in a business context. Business English uses the e-course book 'Business Result Advanced 2<sup>nd</sup> ed' (Oxford) that aims to develop your communication skills at work. Each course also includes writing tasks using language focused on in class.

During the course you will develop English language skills for:

- Socialising within a business context
- Meetings
- Presenting
- Exchanging information
- Writing business emails

**How will I learn?**

We offer One-to-One, One-to-Two, Group classes. You will be placed in an online class with people of a similar language level as you.

Your teacher will use an e-book but adapt it to your learning needs and progress in mind.

You will have 72 hrs of live online group lessons with your teacher in a virtual classroom.

You will have 36 hrs of guided self-study work that includes individual and group project work to provide variety. Your teacher will provide you with audio and video support.

You will have access to LLF-Online, our online learning platform and use a wide range of digital resources for extra practice.

**How will I know how well I am doing?**

Your teacher will assist you to create an Individual Learning Plan (ILP) and will support you to achieve your learning goals throughout the course.

You will receive recorded or live feedback on all four skills and provide you extra support.

You can arrange 9 personal tutorials with your teacher to receive targeted support that will help you to achieve your learning goals.

**Will I need to do extra work at home?**

Your teacher will assign homework and additional self-study tasks throughout the course and you can use the one-to-one tutorials to discuss your work or submit your answers through LLF-Online, our online learning platform to get feedback from your teacher.

**What will I need to study?**

We will provide you the course book, and other self-study materials through LLF-Online platform.

You will require

- A desktop computer, laptop, tablet or smartphone
- high-speed reliable internet connection
- An integrated microphone in the device you are using or an attached headset to take part in lessons.

### **What are the costs?**

The course cost (£300) and Admin fee (£60)

This course comprises of three stages. You can pay the full course fee or pay in 3 instalments at the beginning of each stage.

### **What do I expect to learn?**

Our Business course consists of four courses which can be completed in any order. Teachers will use their experience and expertise to adapt materials to suit your needs and business context, adding more challenge or support as necessary.

#### **Business English Advanced -A**

##### **Modules 1-4**

**Duration 8 weeks**

**24 hrs of live online sessions**

**12 hrs Guided self-study & 3 one-to-one tutorials**

- **Socialising:** Making small talk, establishing rapport, talk about cultural differences
- **Exchanging information:** Getting your point across, discuss and share ideas about the past
- **Presenting:** give a formal presentation about the future
- **Business Communication:** Reporting back on research, taking part in a teleconference, managing the discussions, and sharing ideas
- **Writing:** Formal business emails

#### **Business English Advanced - B**

##### **Modules 5-8**

**Duration 8 weeks**

**24 hrs of live online sessions**

**12 hrs Guided self-study & 3 one-to-one tutorials**

- **Exchanging information:** Responding to feedback, expressing dissatisfaction, dealing with difficult questions, communicate effectively on the phone and talk about the future from a past perspective
- **Business communication:** Dealing with conflict, brainstorming for ideas, communication strategies, avoid giving direct answers by using vague language
- **Meetings:** discuss and evaluate performance at work, talk about staff appraisals
- **Presenting:** Giving an impromptu presentation and deal with questions
- **Writing:** Formal business emails

#### **Business English Advanced - C**

##### **Modules 9-12**

**Duration 8 weeks**

**24 hrs of live online sessions**

**12 hrs Guided self-study & 3 one-to-one tutorials**

- **Socialising:** Dealing with misunderstandings, expressing personal views, deal with compliments
- **Meetings:** Discussing options, giving a briefing, reaching agreement, talk about CSR, reaching an agreement using formal and emphatic language, raising a difficult point
- **Presenting:** Selling an idea and discuss persuasion
- **Writing:** Formal business emails