

Who is this course for?

Business English Intermediate (B1/B1+) course is designed for business professionals and students at Intermediate level, who want to improve their English in a business context. Business English uses the e-book **'Business Result Intermediate 2nd 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 96 hrs of live online group lessons with your teacher in a virtual classroom.

You will have 48 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 12 one-to-one 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 (£400) and Admin fee (£60)

This course comprises of four stages. You can pay the full course fee or pay in 4 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 Intermediate -A

Units 1-4

Duration 8 weeks

24 hrs of live online sessions

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

- **Socialising:** Introductions, saying what you do, express interest in conversations, Speed networking
- **Exchanging information:** Talking about leisure, exchanging contact details, corridor conversations, start and end phone calls politely
- **Presenting:** Explaining how something works, make comparisons, talk about services and systems
- **Meetings:** Updating and delegating tasks, talk about projects
- **Writing:** Formal business emails

Business English Intermediate- B

Units 5-8

Duration 8 weeks

24 hrs of live online sessions

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

- **Socialising:** Welcoming visitors, how to make and respond to offers, talk about work rules and regulations
- **Exchanging information:** Getting information, making and changing arrangements, manage customer feedback
- **Meetings:** Presenting and discussing plans, how to encourage people, talk about future goals
- **Presenting:** Explaining and asking about changes, introduce and respond to news
- **Writing:** Formal business emails

Business English Intermediate- C

Units 9-12

Duration 8 weeks

24 hrs of live online sessions

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

- **Exchanging information:** Placing and handling orders, talk about logistics and supply chains, report problems or disagreements
- **Meetings:** making suggestions and recommendations, how to link ideas, how to be persuasive, talk about decision making, participate in discussions
- **Presenting:** Give a formal presentation, respond to difficult questions and comments, talk about extremes and innovative ideas
- **Writing:** Formal business emails

Business English Intermediate -D

Units 13-15

Duration 8 weeks

24 hrs of live online sessions

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

- **Socialising:** Planning future contact, getting someone's attention, talk about processes
- **Exchanging information:** Discussing problems, checking someone's understanding, talk about breakdowns and faults, offer advice and recommend
- **Meetings:** Appraising performance and setting objectives, give feedback, talk about personal qualities, how to generalize, reporting back on and evaluate research, use contrasting language
- **Writing:** Formal business emails