

Who is this course for?

Business English Upper Intermediate (B2) course is designed for business professionals and students at Upper Intermediate level, who want to improve their English in a business context. Business English uses the e-course book 'Business Result Upper 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.

You 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 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 (£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 Upper 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:** Making small talk, exit a conversation politely, talk about motivation at work, use questions to develop conversation
- **Exchanging information:** Introducing yourself by email, making a follow-up call to arrange a meeting, exchange contact details, talk about first impressions
- **Presenting:** Present an idea, product or service, thank someone and respond to thanks
- **Meetings:** Asking for and giving an update in a meeting, catching up with colleagues, making suggestions, talk about managing projects
- **Writing:** Formal business emails

Business English Upper Intermediate - B

Units 5-8

Duration 8 weeks

24 hrs of live online sessions

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

- **Exchanging information:** Dealing with customers, reassuring and sympathizing, use direct and indirect questions to deal with customers
- **Meetings:** Participating in a decision-making meeting, talk about social plans, talk about improving services and facilities
- **Presenting:** Explaining plans and arrangements, inviting and recommending, talk about ethical business, presenting factual information, talk about outsourcing
- **Writing:** Formal business emails

Business English Upper Intermediate - C

Units 9-12

Duration 8 weeks

24 hrs of live online sessions

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

- **Socialising:** Asking about work and life, asking for a favour, avoid saying 'no', being negative diplomatically, dealing with situations on the phone
- **Meetings:** Negotiating solutions, making and requesting to quick requests, negotiate a secondment, explaining procedures, teleconferencing
- **Presenting:** Presenting future activities and developments, talk about change
- **Writing:** Formal business emails

Business English Upper 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:** Talk about taking time off, talk about cultural differences, talk about films, TV and books, making people feel relaxed
- **Exchanging information:** Asking for and explaining factual and numerical information, talk about numbers and trends, narrating past events, giving explanations
- **Meetings:** Discussing and evaluating performance, talk about hypothetical past events, talk about staff appraisals
- **Presenting:** Presenting a personal case, review your situation at work,
- **Writing:** Formal business emails