

BUSINESS ENGLISH – COMBINATION (BEC)

- 🌀 30 lessons / 22½ hours per week
- 🌀 Courses start every Monday
- 🌀 Class size – 20 lessons average 4 students per class (maximum 6) +
– 10 lessons average 8 students per class (maximum 12)
- 🌀 Minimum course duration – 1 week
- 🌀 Minimum age – 18 years
- 🌀 Course levels offered – Intermediate to Advanced

Course Description

This flexible course combines Business English lessons in a group with person to person lessons. Participants will improve their overall knowledge of Business English during the group classes and focus on their particular needs in the individual classes. This combination course helps participants accelerate their progress in Business English.

Sample Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lesson 1 45 minutes	General Business Terminology	Economic Issues	Sales & Marketing Strategies	Globalisation	Business Ethics
Lesson 2 45 minutes					
Break 30 minutes	BREAK	BREAK	BREAK	BREAK	BREAK
Lesson 3 45 minutes	Telephoning Skills	Report & Letter Writing	Presentation Skills	The World of Finance	Negotiating Strategies
Lesson 4 45 minutes					
Break 30 minutes	BREAK	BREAK	BREAK	BREAK	BREAK
Lesson 5 45 minutes	Private Tuition	Private Tuition	Private Tuition	Private Tuition	Private Tuition
Lesson 6 45 minutes					

If necessary the school may alter the course timetable, and lessons may be held in the morning or the afternoon.