

# BUSINESS ENGLISH – STANDARD (BES)

- 🌀 20 lessons / 15 hours per week
- 🌀 Courses start every Monday
- 🌀 Class size – average 4 students per class (maximum 6)
- 🌀 Minimum course duration – 1 week and has to be booked with another course
- 🌀 Minimum age – 18 years
- 🌀 Course levels offered – Intermediate to Advanced

## Course Description

Our Business Course is for experienced business people who need to communicate in English. Subjects covered range from Business English expressions in economics, finance and sales and marketing. Students can practise negotiating skills, giving presentations, writing business correspondence and preparing business plans.

## 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					

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