

## Club 8 Intensive and Business English 2010

- An intensive programme designed for business and professional people who need English for work and international communication.
- Small group courses of 5-8 students enable you to make rapid progress.
- Progress meetings with your teacher help to ensure individual attention.

**Course 22 Club 8 Intensive and Business English** **28 lessons\* per week**

**Class size:** Average 6, maximum 8

**Timetable:** 09.00 – 13.00 Monday to Friday (Intensive English) and 14.00 – 16.00 (Business English) Monday to Thursday\*\*

**Course length:** 1-10 weeks – if you wish to study for a longer period you can combine this course with Club 8 Intensive English.

**Starting dates:** Every Monday\*\*\*

**Levels:** Intermediate and above

**Minimum age:** 22

### Course fees

1week	2weeks	3weeks	4weeks
£420	£757	£1,086	£1,369

\* 1 lesson = 50 minutes. 28 lessons = 23.5 hours' tuition.

\*\* When Monday is a public holiday, the business English classes will be held from Tuesday – Friday.

\*\*\* When Monday is a public holiday, courses start on the following Tuesday; April 6; May 4; June 1; August 31

### Aims of Club 8 Intensive and Business English

- Effective communication and performance in your business, professional and social life
- Attention to individual language needs with opportunities for individual correction and feedback
- Increased confidence and fluency in English for your general and business needs

### Course content

*Intensive English:* This course offers practical and relevant language skills if you have an immediate need for English. Following needs analysis, you will be placed in a group according to your level and individual requirements. The content of the lessons focuses on reviewing and extending the various language areas such as grammar, vocabulary, listening, reading, writing, speaking and pronunciation, building confidence and fluency through continual practice of the language.

Attention is also paid to reading and writing skills where appropriate but the emphasis is on developing listening and speaking abilities through a variety of classroom activities. Typical areas of language include, travelling, socialising, formal and informal meetings and telephoning. Attention to your individual needs is continued during the course through personal interviews with your teacher.

*Business English:* The course gives you the opportunity to improve your general English and practise the language skills needed at work including:

- telephoning
- negotiating
- attending meetings
- giving presentations
- writing letters, faxes and emails
- writing reports
- business vocabulary for areas such as marketing, finance management and E-commerce

### **Location of Club 8 Intensive and Business English Course**

This course is held all year round at our Kensington schools. In July and August you may also be placed in our summer centre in Marylebone near Bond Street Underground Station.

### **Example timetable**

	Monday	Tuesday	Wednesday	Thursday	Friday
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9.00-10.15	Ways of making introductions and small talk.	Ways of talking about the future. Speaking about personal plans.	Ways of talking about obligation. Speaking about jobs.	Ways of talking about the past. Speaking about family experiences.	Ways of agreeing and disagreeing and expressing opinions.	
Coffee Break						
10.35-11.50	Question forms for finding out about people.	Language of telephoning. Role-play.	Formal and informal letter writing and vocabulary.	Reading and analysing newspaper articles.	Learner training e.g. building word families, memorising vocabulary.	
Coffee Break						
12.10-13.00	Building confidence with numbers and letters.	Discussion about the future e.g. students' countries/the world.	Discussion on modern working life.	Discussion on the media.	Grammar workshop and revision.	
Lunch						
14.00 – 14.50	Vocabulary and language input: describing your company or a typical company.	Business communication skill: attending meetings.	Business communication skill: negotiating.	Business communication skill: short business presentation.	Free Time	
Coffee Break						
15.00 – 15.50	Business writing: letter and email writing	Review: role play, language review and further practice.	Review: role play, language review and further practice.	Review: presentation and language review and further practice.		

## Study Centre

The Frances King Study Centre offers you the opportunity for extra study and our assistants will help you to learn independently and maximise your time at Frances King. Facilities include:

- A variety of grammar, text and reference materials
- A wide range of listening and pronunciation practice materials
- A large collection of dictionaries and language reference books

## Accommodation

Participants can choose from the range of accommodation in our brochure but we especially recommend the following accommodation for participants on a Club 8 Intensive and Business English Course:

- If you want to stay in a Homestay, choose Executive Homestay (A13-A14) or Superior Homestay (A7-A11). Executive Homestays offer an excellent standard of home cooking, pleasant surroundings and a private bathroom. In a Superior Homestay you may have to share a bathroom (unless you pay a Private bathroom supplement –A12) but you will be guaranteed a high standard of surroundings and home cooking.
- Self-Catering Studios (A19 – A20) situated in Bayswater (2 stations by underground from our Kensington schools).
- Deluxe Studio Apartments (A16) situated in Kensington (walking distance to our Kensington schools).
- 3 and 4 star hotels within walking distance of our Kensington schools.

If you would like to discuss your learning needs please feel free to contact us at:

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