

Club 8 International Business Communication Course 2010

- An intensive summer programme designed for business and professional people who need English for work and international communication.
- Small group courses of 6-8 participants enable you to make rapid progress.
- Our teachers have experience in both English language teaching and the business world, offering you quality business language training.

Course 24 Club 8 International Business Communication Course 28 lessons* per week

Class size: Average 6, maximum 8

Timetable: 9.00 – 13.00 Monday to Friday and 14.00 – 16.00 Monday to Thursday**.

Course length: 1-4 weeks – if you wish to study for a longer period you can combine this course with a Club 8 Intensive course.

Starting dates: July 27 (1-4 weeks); August 3 (1-3 weeks); August 10 (1-2 weeks); August 17 (1 week)

Levels: Intermediate and above

Minimum age: 22

Course fees

1week	2weeks	3weeks	4weeks
£420	£757	£1086	£1369

* 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.

Aims of Club 8 International Business Communication

- Effective communication and performance in your business and professional life
- Close attention to your individual language needs and individual correction and feedback
- Increased confidence and fluency in English for your business needs

Content

Following needs analysis the programme is adapted to your individual needs and those of others in the group. 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
- analysing and discussing graphs and figures
- socialising and entertaining
- business vocabulary for areas such as marketing, finance management and internet commerce

Also covered are pronunciation and grammar as well as reading and writing skills needed for work, travel and social situations. The course is practical and enjoyable and students will take part in role-plays, problem solving activities and presentations.

Sample Day – Club 8 International Business Communication Course

9.00-09.15	Review and Homework Discussion.
09.15-10.05	Grammar
10.05 – 10.45	Vocabulary and Language Input: describing your company or a typical company.
Short coffee break	
11.00 – 12.00	Business Communication Skill: short business presentation.
12.00 – 13.00	Review: presentation and language review and further practice.
13.00 – 14.00	Lunch
14.00 – 14.50	Business Writing: letter and email writing.
15.10 – 16.00	Business Communication Skill: meetings and role-play.

Location of Club 8 International Business Communication Course

This course is held at our Kensington schools.

Study Centres

Frances King Study Centres offer 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 Business 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 Kensington schools.



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

Frances King School of English
77 Gloucester Road, London SW7 4SS
United Kingdom
Telephone: +44 20 7870 6533
Facsimile: +44 20 7341 9771
Email: info@francesking.co.uk
Website: <http://www.francesking.co.uk>