

## General and Business English 2011

- For people who are planning a business career, need English for work, or are pursuing business studies.
- Progress meetings with your teacher ensure attention to individual needs.

### Course 02                      General and Business English Plus                      30 lessons\* per week

**Class size:** Average 12, maximum 15

**Timetable:** 9.00 – 12.00 (General English) and 13.10 – 15.00 (Business English) and 15.10 – 16.00 (Social English) Monday to Friday

**Course length:** 1 – 12 weeks

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

**Levels:** Intermediate and above

**Minimum age:** 16

#### Course fees

1 week	2 weeks	3 weeks	4 weeks	8 weeks	12 weeks
£396	£738	£1051	£1336	£2372	£3455

### Course 04                      General and Business English                      25 lessons\* per week

**Class size:** Average 12, maximum 15

**Timetable:** 9.00 – 12.00 (General English) and 13.10 – 15.00 (Business English) Monday to Friday

**Course length:** 1 – 12 weeks

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

**Levels:** Intermediate and above

**Minimum age:** 16

#### Course fees

1 week	2 weeks	3 weeks	4 weeks	8 weeks	12 weeks
£330	£615	£876	£1113	£1977	£2879

\* 1 lesson = 50 minutes. 25 lessons = 21 hours' tuition; 30 lessons = 25 hours tuition

\*\* When Monday is a public holiday, courses start on the following Tuesday: January 4; April 26; May 3, 31; August 30.

## Location of General and Business English

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.

## Aims of General and Business English

- Increased confidence for effective communication in real-life situations
- Following a “needs analysis”, students’ individual needs are incorporated into the course structure.
- Focus on the language necessary for a business career or business studies

## Content

### *General English:*

The lessons focus 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.

Some attention is also paid to reading and writing skills where relevant but the emphasis is on developing listening and speaking abilities through a variety of classroom activities, such as discussions, role-plays and debates. A mix of pair and group work in addition to whole-class activities increases opportunities for speaking and correction.

### *Business English:*

The course covers the language used in areas such as marketing, financial services and management. It also develops the speaking and writing skills for using English as an International language at work, including letter and report writing, presentations and meetings.

### *Social English: (Course 2 only)*

Useful, everyday language is introduced and practised. At lower levels the focus is on everyday situations, such as going to restaurants and bars, shopping and changing money. At higher levels, as well as learning new language, students take part in discussions and debates on relevant interesting topics.

## Study Centres

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

- The Internet
- Videos with machines equipped with a subtitle facility
- A variety of grammar, text and reference materials

- A large selection of graded readers and 'talking' books (readers with cassettes)
- A wide range of listening and pronunciation practice materials
- A large collection of dictionaries and language reference books

## Accommodation

You can choose from the range of accommodation in our brochure but we especially recommend the following accommodation if you are taking this course:

- Private Home
- Standard Homestay
- Bowden Court: Budget Residence
- IES: Standard Residence
- London Solutions: Self-Catering Flatshares
- Summer Residences – June to September

If you are on a higher budget we can also arrange Superior Homestays, Studios, Hotels and Apartments – please ask for details if you are interested.

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

Frances King School of English  
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Email: [info@francesking.co.uk](mailto:info@francesking.co.uk)  
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