

## General and Business English 2009

- 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.
- 4-week online course included.

**Course 10                      General and Business English                      25 lessons\* per week**

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

**Timetable:** 9.00 – 12.00 (General English) and 13.00 – 15.00 (Business English) Monday to Friday

**Course length:** 2 – 12 weeks

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

**Levels:** Intermediate and above

**Minimum age:** 16

### Course fees

| 2weeks | 3weeks | 4weeks | 8weeks | 12weeks |
|--------|--------|--------|--------|---------|
| £552   | £787   | £1000  | £1,776 | £2,587  |

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

\*\* When Monday is a public holiday, courses start on the following Tuesday; April 14; May 5, 26; September 1

### 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.

## 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
- Daily newspapers and magazines

## 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 (A1)
- Standard Homestays (A2-A6)
- Bowden Court: Budget Residence (A21)
- London Solutions: Self-Catering Flatshare (A25-A26)
- Summer Residences (A29-A34) – 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.

### **Further study before and after your course**

FK Online, our unique and highly effective online learning service will support your learning before, during and after your course in London. When you book a course, you will become a member of FK Online from the date we confirm your course booking to 4 weeks after your return home. This enables you to learn with a Frances King teacher even before you come to London and to continue when you return home.

A 4-week online course is included in the price of your course and you can take it before, during or after your stay in London.

For more information about Internet learning go to <http://www.kingslanguage.com/> and take a tour.

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

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