

Course Recommendations and Descriptions

Communicating Effectively in English

This course is for professionals who want to develop their English in a **work and social context**. They may be working in business, but do not need a strong commercial focus; or they may come from a wide range of other professional backgrounds. The course develops practical skills such as the English used for meetings and presentations, alongside more general communication skills. Course participants should have at least a minimum of Intermediate level to join the course.

The participant can expect the following areas to be covered in the course:

- presentation about one's own work and organisational structure
- simulated meetings
- communication in a professional environment
- presenting figures and graphs and describing social and political trends
- comparing national economies, working practices and social conditions
- aspects of international relations including intercultural understanding

When working people are speaking with their counterparts, discussion often turns to broader matters. The course reflects this with practice in the context of a range of **topical issues** such as:

- current affairs
- social, political, financial and environmental issues
- political systems and developments
- education and training
- advertising and the media
- technology and society

In order to give the participant greater confidence in taking part in discussions and handling meetings and negotiations, time is usually spent looking at appropriate **communication strategies** such as:

- agreeing and disagreeing
- interrupting
- clarifying and confirming
- asking for comments
- summarising
- asking appropriate questions
- challenging/defending an opinion
- persuading and compromising
- making proposals, offers, suggestions
- opening/closing meetings

Professional hospitality, entertaining visitors and **handling social situations** are important for many professional people. Areas include:

- meeting and greeting
- dealing with enquiries and offering advice
- arranging and cancelling appointments/social engagements
- travel arrangements, bookings and reservations
- giving and understanding directions
- small talk

Our Individual and Mini Group Tuition programme includes a **detailed needs analysis** leading to a **carefully tailored training programme** ensuring that we maintain complete focus on specifically identified areas of need.

