



# English Language Course



## Course Description and Objectives

The art of getting your message across effectively is a vital part of being successful in both business and private settings. Whether you want to make presentations with confidence or to negotiate with ease, this English Language course will help you to improve your communication skills. From taking notes and leaving messages to writing reports and proposals - all the key aspects of business communication are clearly explained.

Also included is practical advice on delegating successfully, responding to questions, problem solving, writing minutes, and managing projects. As you begin to communicate effectively, this course compiled over 12 weeks in 90-minute bitesize sessions, will help you to consolidate and build on your new skills.

This course covers the following areas:

- Learning The Basics
- Exchanging Information
- Presenting Successfully
- Communicating for Results

## Unit breakdown / method:

	Business Topic:	Business Skills:
Unit 1	<b>1.1 Ways of Working</b>	<b>1.2 Making Contacts</b>
	<b>Vocabulary:</b> Different ways of working <b>Reading:</b> How to job-share <b>Listening:</b> Working from home <b>Grammar:</b> Present tenses <b>Speaking:</b> A mini-presentation	<b>Vocabulary:</b> Job responsibilities <b>Reading:</b> Life's all about making connections <b>Listening:</b> Starting a conversation <b>Writing:</b> Business correspondence
	Business Topic:	Business Skills:
Unit 2	<b>2.1 Company Benefits</b>	<b>2.2 Presenting Successfully</b>
	<b>Vocabulary:</b> Benefits and incentives <b>Speaking:</b> Asking questions about jobs <b>Grammar:</b> The past <b>Writing:</b> A letter of application	<b>Vocabulary:</b> Company terms <b>Listening:</b> Presentations <b>Pronunciation:</b> Pausing, intonation and stress <b>Speaking:</b> Giving a presentation <b>Writing:</b> A memo
	Business Topic:	Business Skills:
Unit 3	<b>3.1 Business Planning</b>	<b>3.2 Leaving and Taking Messages</b>
	<b>Vocabulary:</b> Types of business <b>Listening:</b> Planning a seminar <b>Grammar:</b> <i>will</i> and the future <b>Speaking:</b> Discussing a schedule	<b>Vocabulary:</b> Leaving messages <b>Speaking:</b> Leaving a voicemail message <b>Writing:</b> Taking notes and messages

## Unit breakdown / method:

Unit 4	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>4.1 Advertising</b>  <b>Vocabulary:</b> Types of advertising <b>Listening:</b> Advertising on the web <b>Speaking:</b> A short presentation <b>Reading:</b> Advertising standards <b>Grammar:</b> Modals	<b>4.2 Delegating</b>  <b>Reading:</b> How to delegate <b>Pronunciation:</b> Sentence stress <b>Speaking:</b> Delegating <b>Writing:</b> A Report
Unit 5	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>5.1 The Workplace</b>  <b>Listening:</b> An interview with a consultant <b>Grammar:</b> Reporting <b>Listening:</b> Expressing opinions	<b>5.2 Exchanging Information</b>  <b>Reading:</b> Meetings are great <b>Vocabulary:</b> Verb collocations <b>Speaking:</b> Expressions for meetings <b>Listening:</b> Report on a meeting <b>Writing:</b> Minutes of a meeting
Unit 6	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>6.1 Recruitment</b>  <b>Reading:</b> Employment news <b>Vocabulary:</b> Hiring and firing <b>Listening:</b> Employment case studies <b>Grammar:</b> Reported speech <b>Speaking:</b> Employment issues <b>Grammar:</b> Passives	<b>6.2 Emailing</b>  <b>Vocabulary:</b> Email terms <b>Reading:</b> Internal communication and emails <b>Writing:</b> An Email

## Unit breakdown / method:

Unit 7	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>7.1 Training</b>  <b>Reading:</b> Training courses <b>Listening:</b> Assessing training needs <b>Speaking:</b> Giving reasons for and against <b>Grammar:</b> <i>-ing</i> form and infinitive <b>Speaking:</b> Discussing training needs	<b>7.2 Communicating for Results</b>  <b>Reading:</b> The importance of listening <b>Listening:</b> Good and bad listeners <b>Speaking:</b> Showing you're listening <b>Vocabulary:</b> Linking phrases <b>Listening:</b> Responding to a letter of complaint <b>Writing:</b> A letter of complaint
Unit 8	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>8.1 Branding</b>  <b>Speaking:</b> Discussing branding <b>Grammar:</b> Relative clauses	<b>8.2 Showing You're listening</b>  <b>Listening:</b> Automated voicemail systems <b>Vocabulary:</b> Telephone words <b>Speaking:</b> Making phone calls <b>Reading:</b> Email marketing <b>Writing:</b> Correcting and rewriting
Unit 9	<b>Business Topic:</b>	<b>Business Skills:</b>
	<b>9.1 Management</b>  <b>Vocabulary:</b> Verb + noun combinations <b>Grammar:</b> Conditionals <b>Speaking:</b> Case study <b>Writing:</b> A report on a meeting	<b>9.2 Solving Problems</b>  <b>Listening:</b> Problems and solutions <b>Speaking:</b> Discussing problems <b>Vocabulary:</b> Managing projects <b>Vocabulary:</b> Cause and result <b>Writing:</b> An email
Unit 10	<b>Reflections and Course Review</b>	

## Trainer Profile:

Gil Bernardino is an experienced English teacher and presenter based in the UK. His background includes teaching English as a foreign language to company directors, senior managers, and students of all levels ranging from A2-C1. He has successfully built-up a training company with clients, and students, based throughout Europe, the Middle East, and South America.



Gil Bernardino

He has also provided training, and consulted in the field of Leadership, Presentation Skills and Team Building development for the past 20 years. Throughout his professional career Gil has established close partnerships with his clients and demonstrated an ability to develop and deliver effective training, all achieved with an individualised approach. He has been able to transform training and development to impact where it is most needed for his students: personal and business language proficiency.

At a strategic level Gil has worked with executive Board members and teams, helping improve their language skills, to speak with greater confidence, giving practical and personalised assistance, as well as leadership coaching and development. Throughout his teaching career he has helped his students, both on a one-to-one basis and group level, to be the best they can be through tailored learning, and a very student centric approach.

Gil currently works as an English language teacher and coach and is a senior partner at Business Learning Solutions.

Companies Gil has delivered to include:

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|---------------|----------------------|
| • Unilever    | • Infineon           |
| • Shell       | • RIKU Hotels        |
| • UniCredit   | • Meyer GmbH         |
| • Best Secret | • Johnson & Johnson  |
| • About You   | • ELIS Group         |
| • Hapag Lloyd | • Trusted Shops GmbH |

## Contact us

For further information about this course please contact us.

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Thank you.

