



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:

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

Unit breakdown / method:

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

Unit breakdown / method:

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

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:

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



Contact us

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Thank you.

