

GENERAL ENGLISH AND COMMUNICATION SKILLS FOR WORKING PEOPLE

Private, group or combination

Profile of participants:

- People who use English in their jobs but do not want a course concentrating on commercial English
- Participants develop practical skills in situations where English is the international language
- Most participants are between 30 and 50
- English level: pre-intermediate to advanced
- Recommended course duration: 2 - 4 weeks
- 26 hours per week, 09.00-16.00, Monday - Friday

Content and structure

The course will help people communicate more confidently in a range of life and work situations and speak more accurately and fluently. The course has a less commercial focus and is also suitable for lower level learners. It can be taken as a full-time or part-time group course or as a combination course with group and private lessons.

Some of the main aspects covered include:

- Presentation about one's own work and organisational structure
- Simulated negotiations and meetings
- Handling emails more effectively
- Using the telephone with greater confidence
- Communication in a professional environment and lobbying
- Presenting figures and graphs and describing social and political trends
- Socialising and networking in English
- Aspects of international relations including intercultural understanding

Brochures, price lists, starting dates and enrolment details are available from The Language House

For more information about course prices, dates and accommodation,
please contact The Language House director Garry Littman
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