

Career and Business English for Work

For those who want to compete successfully in today's global workplace, this intensive course develops the fluency, accuracy and the specific communication skills you need to advance confidently in your chosen career.

THIS COURSE IS SUITABLE FOR STUDENTS

- who want to embark on a career in an international environment
- who require English language skills in their current job
- who are changing career and want to boost their CV
- who need to sharpen their workplace skills to get the job of their dreams

WHAT CAN YOU EXPECT ON THIS COURSE?

Intensive language learning

This course builds your General English skills, and then focuses on the language you will need in the workplace. Through intensive practice in the four skills, you will gain the means to express yourself effectively in English. So in the future, whether you want to write a report or give a presentation, you can do so with fluency, accuracy and confidence.

Professional focus

As English is the global language of business, politics, international relations, culture and entertainment, this course will develop your linguistic skills and help towards building a career in an international context. You will develop your language skills within such areas as:

- **Negotiating contracts**
- **Management and HR**
- **Branding and promotional strategies**
- **Project management**
- **Company budgets**
- **Business ethics and CSR**

You will enhance valuable 'soft skills', focusing on how to justify your opinion, make recommendations, present different scenarios and resolve conflict. And you will develop practical workplace skills such as giving presentations, compiling and writing a CV, preparing for an interview and telephone techniques. In today's world, understanding these professional issues and having the language and key skills to work with them effectively will give you a distinct advantage as you progress up the career ladder.

Develop your international prospects

By the end of your time with us, important doors will be open for you. You will not only considerably improve your English fluency, but you will also have the specific language, knowledge and skills to deal confidently with a wide range of business issues. All this will give you a vital edge over the competition as exciting new employment prospects open up around the world.

LEVEL

Pre-Intermediate

COURSE DURATION

Minimum 1 week

COURSE START DATES

Every Monday

LESSONS PER WEEK

30 lessons per week (20 lessons General English + 10 Lessons Business English)
1 Lesson = 45 minutes

MAXIMUM IN CLASS

Between 12 and 15 students

AVAILABLE IN

USA: Boston, Los Angeles, Miami, New York, San Diego, San Francisco, Washington DC

CANADA: Montreal, Toronto, Vancouver

UK: Brighton, Bristol, Cambridge, London, Manchester, Oxford

MALTA

SOUTH AFRICA: Cape Town

www.english-and-more.at/sprachkurse-erwachsene



english and more

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