

PROGRAM

English for Business

**Emphasis**

Our English for Business course teaches essential English language skills to help you communicate effectively in a range of business contexts.

**This program is right for you if:**

- You need to use English in business situations or with English-speaking colleagues
- You want to improve your general English language skills as well as learning specific communication skills for the workplace
- You want a flexible program with frequent start dates and different course lengths to suit your needs
- You want to receive a Kaplan certificate at the end of your course

Course Facts**Course start dates 2015**

Every week

Course entry level

Intermediate to Advanced

Minimum Higher Intermediate in the USA and Canada

Number of lessons

20 lessons of General English, 8 lessons of English for Business and 7 sessions of K+ per week

Lesson length

45 minutes

Course length

Minimum 2 weeks

Locations

All UK and Ireland, Brisbane*, Melbourne*, Vancouver, Toronto, Boston Fenway, Harvard Square, Northeastern University at Downtown Boston, New York, Seattle, Portland, San Francisco, Berkeley, San Diego, Santa Barbara City College, and Los Angeles Westwood

Class size

Average 12, maximum 15

*Not suitable for Student Visa holders in Australia

PROGRAM ENGLISH FOR BUSINESS

Your classes



General English classes

Our experienced team of teachers will focus your study on the four main language disciplines of reading, writing, listening and speaking. Your fluency and confidence will increase rapidly thanks to Kaplan's proven communicative teaching method.



English for Business classes

Your English for Business electives include a range of subjects to help you communicate effectively in the workplace. Topics can include participation in meetings, writing skills in business situations and interview techniques.



K+

Your K+ sessions give you access to the K+ facilities, resources and activities of K +tools and K +clubs. Facilities and activities vary from school to school and full details are given on your first day. You will receive regular guidance and monitoring from your teachers and you will be encouraged to plan and record your progress and develop your independent learning.

Program Structure

English for Business

Each week you will receive:

- 20 lessons of General English
- 8 lessons of English for Business
- ▲ 7 sessions of K +tools / K +clubs

Total: 21 hours + 5.25 hours of K+ per week

Classes can alternate between mornings and afternoons. Your exact timetable will depend on the school of your choice.

