

Training Overview

This course is designed to prepare students for the AUK TDI Business English Certificate, Preliminary. It is designed to help employees adjust to an English-speaking environment.

We specialize in building courses around individual's language needs for one-on-one training. Or, where several employees' needs are similar, we can tailor industry-specific programs to suit the business environment including real-life workplace examples.

Training Objectives

These courses include work on the essential skills of English -reading, writing, speaking and listening and also work on grammar, business vocabulary and pronunciation. You will:

- Improve your fluency and accuracy in speaking. By the end of the course you should feel confident about your pronunciation and be able to communicate effectively in situations reflected in the oral component of the examination
- Develop your listening skills so that you can understand conversations, discussions, interviews and monologues in order to deal with the variety of tasks required in the oral examination
- Read and respond to different text types in order to manage the tasks required in the examination
- Improve your accuracy in business writing, including letters, emails, memos and faxes
- Thoroughly revise areas of grammar including tenses, conditionals, passives, articles and countable and uncountable nouns.
- Learn and use new business vocabulary
- Develop examination skills and strategies

Training Method

These trainings are highly interactive and inspiring workshop during which participants will master the subjects discussed. We believe that you learn English by using it. This means that you will be very active in class. You will spend a lot of time practicing new language and speaking with other students. Our teachers will listen to you, correct your mistakes, build your confidence, and give you advice on how you can improve. We will also show you ways to practice your English outside class so that you can make progress more quickly.

Training Materials

Students will be provided with all the required course materials for the training that are also designed for students to refer to them even after the training.

Who Should Attend?

This course is designed for professionals at all levels who want to improve their business-writing skills. Intermediate level with the English language is assumed.

Schedule

COURSE	TIME	DATE BEG.	WEEK DAYS	COMMENT
Business English	10:00-13:00	3-Mar-12	Saturday	10-day program

Price

TRAINING	PRICE	COMMENTS
Business English	€ 198.00	10 days

Contact:

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