

## PROFESSIONAL / BUSINESS ENGLISH LESSONS ONLY

Our **ONE-TO-ONE PROFESSIONAL / BUSINESS ENGLISH** is ideal for those who wish to improve their English within the context of their profession or business. English is now the language of international business and effective communication in this language has never been so important. Our Professional course is designed to ensure that lessons are presented in a professional/business setting with specific reference and relevance to your profession or business.

We appreciate that, as a professional, your time is limited and you have very specific requirements. For this reason a one-to-one English course with a qualified and experienced tutor is the ideal solution ensuring that your specific language needs are met in an efficient but thoroughly enjoyable manner. Lessons are relevant, personalised and centred around you - with you and only you in mind!

Our English for Professionals/Business course can be arranged for practically any professional purpose. Please let us know your requirements and we will be pleased to design a course that meets your exact needs and place you with a tutor who is qualified in your chosen field.

Following a needs analysis your tutor will design a course that focuses on your particular language needs. This course will cover many areas including pronunciation, sentence/word stress, grammar, vocabulary as well as the four skills - speaking, listening, reading and writing. **Error correction** including identification and monitoring and reduction of

repetitive errors is always a priority and is a very important component of our courses. Your course will also cover professional tasks such as **Presenting, Meetings, Negotiating, Interviewing, Writing Reports and Business Reports/Correspondence, as appropriate**, not forgetting **Socialising** and appropriate language for such situations.

Your tutor will carefully discuss your needs with you in the first lesson and design your course based on these needs and of course your wishes! You are encouraged to bring work related materials with you - work documents, brochures, presentations, correspondence etc. - and these can be incorporated into your course where appropriate. Your continuing language needs are constantly monitored and the course focus can be altered to take these into account. Flexibility is important and of course more easily practised in the context of a one-to- one course!

In this way we can offer an individually designed course that is relevant to your specific professional/business needs. After all your time is limited and you want to study those areas that are identified as relevant to you!

As with all our courses, your specific needs will be identified and prioritised in the first lesson and the course will be designed to meet these needs. Our one-to-one method allows for continuous monitoring of progress and meeting evolving language needs so you can rest assured that your tutor will be flexible to ensure your course is relevant to your needs.

**DOCUMENTATION:** We negotiate a *Needs Analysis and Course Plan* with you prior to course commencement, conduct an *Assessment* of English level, complete daily *Lesson Sheets* which record brief information about the lesson topics and aims for reference, provide a *Certificate of Attendance* signed by our Course Director at course conclusion and forward you a *Progress Report* by e mail within one week of course conclusion. Copies of all documents are provided to you so that you have a record of your course from start to finish. You are very welcome to remain in contact with us following course conclusion regarding any matter and we will endeavour to assist you in any way we can. We ask you to let us have your opinion after your course has finished.

**ADVICE:** Our **ENGLISH FOR PROFESSIONALS/BUSINESS** courses are specialized and we advise that you take your lessons over a period of one to two weeks for maximum progress. This is our advice and of course you should feel free to choose a schedule that suits you.

**ENGLISH LEVEL REQUIRED:** Intermediate level of English as a minimum. If your level is presently below this standard you might consider taking a general English course with us for one or two weeks followed by this course.

**FREQUENCY:** Courses commence every week from January to December (excluding Christmas). Some weekend schedules are possible and can be agreed subject to availability.

**TUTORS:** Our tutors for this course are professionals and experienced English language tutors. They are experienced tutors with high level academic qualifications in addition to English language teaching diplomas and with business backgrounds.

**COST:** €55 per hour or packages of 10 hours for €495, 15 hours for €742.50 and 20 hours for €990. The fees for packages are specially discounted by 10% and payable in two instalments – at the beginning and mid-course.

**NOTE:** Courses taken as packages must be completed within two months unless a longer schedule is agreed with us.

We can help you with arranging accommodation if you wish. Please ask.