

PROFESSIONAL / BUSINESS ENGLISH

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 a major 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 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 immersion 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!

PERSONALISED COURSE: 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 experienced 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 language areas including pronunciation, sentence/word stress, grammar, vocabulary as well as the four skills - speaking, listening, reading and writing. Error correction and identification and monitoring and reduction of repetitive errors are always a priority and a very important component of our courses. Your course will also cover professional tasks such as **Presenting, Meetings, Negotiating, Interviewing, Communicating with colleagues, clients and members of**

staff, Writing Reports and Business Reports/Correspondence, in addition to other tasks, not forgetting **Socialising** and appropriate language for such situations.

Your tutor will carefully discuss your needs with you at course commencement listening to your wishes and design your course based on these needs and wishes. You are encouraged to bring work related materials with you - work documents, brochures, previous and current presentations, correspondence etc. - and these can be incorporated into your course where appropriate.

Following this needs analysis your tutor will design a course that focuses on your particular language needs in the context of a professional English language course. This course will cover many language areas including pronunciation, sentence/word stress, grammar, vocabulary as well as the four skills - speaking, listening, reading and writing. Error identification and correction, monitoring and reduction of repetitive errors are always a priority and are a very important component of our courses.

Your evolving language needs are constantly monitored and the course focus can be altered to take these into account. You are encouraged and indeed requested to provide regular feedback to your tutor. Flexibility is important and of course more easily practised in the context of a one-to-one course!

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 contains details of 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 **ONE-TO-ONE PROFESSIONAL / BUSINESS ENGLISH COURSES** are specialized and we advise that you take a course of 20 hours per week and ideally for two weeks. If this is not possible then a one week course of 25 hours is recommended to properly address your needs and objectives. Of course you should always feel free to choose a schedule that best 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 **ONE-TO-ONE PROFESSIONAL / BUSINESS ENGLISH COURSE**.

FREQUENCY: Courses commence every week from January to December (excluding Christmas) subject to availability.

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

COST: from €1150 for one week 15 hours; €1350 for one week 20 hours and €1550 for one week 25 hours. Full board and accommodation for dates selected. For courses of three weeks or more we offer a reduction of 10% for

third and subsequent weeks. See our website www.immersion.ie for full details.