

## **PROFESSIONAL / BUSINESS ENGLISH ENGLISH FOR MANAGEMENT**

Our **ONE-TO-ONE PROFESSIONAL ENGLISH FOR MANAGEMENT COURSE** is part of our professional programme and ideal for those who need to improve their language skills in the field of management. This course is aimed at professionals who are currently engaged in management or aspiring to management in their careers.

Effective management is essential for the efficient operation of any business or organization whether in the public or private sector. *Clear and authoritative* communication is a vital component of effective management and a good command of appropriate language skills is an absolute requirement.

Our courses provide the necessary practice in language skills required for effective leadership, motivating people, business ethics, managing meetings, development of strategy, international contacts, describing financial performance, problem-solving and dealing with conflict etc.

Course themes are negotiated in advance and are presented with those language skills that are necessary in achieving course objectives. Each course is carefully planned to identify clear objectives with a view to practising those skills that are necessary in attaining these objectives and developing new areas of language to achieve a correct balance.

**PERSONALISED COURSE:** 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 an ideal solution ensuring that your specific language needs are met in an efficient and

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thoroughly enjoyable manner. Lessons are relevant, personalised and centred around you - with you and only you in mind!

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 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 **ONE-TO-ONE PROFESSIONAL ENGLISH FOR MANAGEMENT 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 our **ONE-TO-ONE PROFESSIONAL ENGLISH FOR MANAGEMENT COURSE**.

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

**TUTORS:** Our tutors for this course are professionals as well as experienced English language teachers. They are well used to running their own businesses and have experience of management in their respective careers. We believe this is essential for a successful course.

**COST:** from €1150 for one week 15 hours; €1350 for one week 20hours 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](http://www.immersion.ie) for full details.