

## PROFESSIONAL / BUSINESS ENGLISH ENGLISH FOR PRESENTATIONS

Our **ONE-TO-ONE PROFESSIONAL ENGLISH FOR PRESENTATIONS COURSE** is part of our professional programme and ideal for those who need to improve their language skills in this area leading to better quality and more confident presentations.

Making effective presentations is an important part of professional life and without doubt enhances career advancement. While the art of presenting is a difficult one to master, it is no exaggeration to state that the language content is just as important.

Our courses are designed to present a structured approach to practising this skill focusing on good pronunciation, appropriate use of language and good technique. Emphasis on correct pronunciation is vitally important for effective communication and so often overlooked. The language of presentations is not so difficult to learn. However, it is not easy to find a professional tutor who will guide you on pronunciation, choice of language, and comment objectively on your technique and give you honest and detailed feedback and correction on your performance.

Presentations are prepared in a structured manner taking into account the type of presentation appropriate to the presenter with a clear 'road map' and identified visual aids. Variables such as type of audience, numbers attending, place of presentation etc. are taken into account. Presentations are recorded for feedback and correction as appropriate. This is particularly useful for monitoring pronunciation and grammatical structures not forgetting technique.

**Immersion Languages - 93 Tudor Lawns - Foxrock - Dublin 18 - Ireland**

**T: +353 87 635 2057 - W: [www.immersion.ie](http://www.immersion.ie) - E: [info@immersion.ie](mailto:info@immersion.ie) -**

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Every part of a presentation, from the introduction to the conclusion stage leading sometimes to a question and answer session, is formulated, practised, recorded, reformulated, re-presented and recorded once again until the presenter is comfortable with all aspects of the presentation. This is done in a dynamic and stimulating manner to ensure that the presenter stays motivated, achieves his or her objectives and gets over the message of the presentation in a clear manner to attendees in a professional manner.

**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 teacher is the ideal solution ensuring that your specific language needs are met in an efficient but thoroughly enjoyable manner. As your course is delivered by your tutor in the tutor's home this means that no time is lost travelling to and from your course. Lessons are relevant, personalised and centred around you - with you and only you in mind!

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 identification and correction, monitoring and reduction of repetitive errors are always a priority and are a very important component of our courses.

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

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documents, brochures, previous and current 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!

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 **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 PRESENTATIONS 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 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](http://www.immersion.ie) for full details.