



Business and Professional English



Who is this course for?

It is for those who need English for their work. Some participants join in order to give themselves a more attractive profile to offer to the job market in their particular field. Others take this to enhance their positions in the companies with which they are already associated.

In other instances, employers and personnel officers send members of their staff teams on these courses as part of the implementation of in-company training plans.

How is the content of my course decided?

You complete an English test and a Needs Analysis during your first lesson and your host teacher plans a course specifically designed to meet your needs.

You and your host teacher review the course content and your progress as you go along but there is always a formal review half way through your course.

What happens during my lessons?

Many students taking a Business and Professional English course are fully aware that they need to improve their competence and confidence in using English generally as well as developing their skills in relation to their particular business or professional needs.

So Business and Professional English means developing your overall skills in using English but also focussing on specific functions and contexts that you need in your work.

Examples of contexts that are often asked for are:

Making presentations at meetings and conferences

Meeting potential customers and making a sale – the language of promoting and selling

Handling social conversations with business contacts; for example getting to know new customers

Talking about the economy

Preparing written reports

Achieving successful results in the TOEIC test

But there are, of course, many others.

Our host teacher attaches importance to varying pace and activity in this intensive and challenging but enjoyable and intensely rewarding learning environment.

We use modern course books especially chosen for your course supplemented by relevant authentic materials such as articles from newspapers, magazines and journals and taped extracts from radio and TV programmes.

What is a typical day?

The daily plan varies according to the requirements of the individual participant but a typical weekday on a thirty-hour per week course may look like this:



0800

Breakfast with your host teacher

0915 – 1015

Lesson 1 – Review of the difference in use of the past simple and the present perfect tenses and intensive practice

1030 – 1130

Lesson 2 – Describing the structure of a company and the individual roles and responsibilities within it

1145 – 1245

Lesson 3 – Use of the first and second conditional and intensive practice

1300

Lunch with your host teacher

1415 – 1515

Lesson 4 – Expressing an opinion, agreeing and disagreeing in English; discussing topic in which expressing opinions is central, for example business and the environment

1530 – 1630

Lesson 5 – The use of the present perfect with ‘for’ and ‘since’ and intensive practice

1645 – 1745

Lesson 6 – Vocabulary development: nouns and prepositions, verbs and prepositions

1800 – 1900

Early evening TV news and current affairs programme

1900

Evening meal with your host teacher

1945 - 2045

Homework assignments arising out of day’s lessons

2100 - 2200

Opportunity for free time, private study, relaxation or socialising

"When I returned to work my colleagues could not believe how much better my English was"

SEBASTIAN - Munich

What is included in the price?

- Comfortable accommodation and all meals in the home of your host teacher
- Living as part of the household during the stay
- Introduction to the local area
- Your chosen number of hours of English tuition each week (20, 25 or 30)
- Testing and Needs Analysis and a course designed to meet your individual needs
- Use of up-to-date course resources
- Copy of the main course book or work book used during the course to take home
- The support of the EJO Director of Studies
- Excursions as arranged if booked in advance
- Course report, including suggestions from your host teacher for further study after your course
- Certificate of Attendance

Are there any extras?

The following are at additional cost:

- Travel from and to your own country
- Meeting on arrival and travel between point of arrival and departure in the UK and host teacher's home
- Expenditure associated with any excursions, local outings and visits (unless asked for and booked in advance)
- Your travel Insurance (EJO can make arrangements for this if asked to do so in advance)

How do I arrange my course?

Complete an enrolment form (copy in our information folder or online at www.ejo.co.uk). Return it either to your appointed agent or to EJO by email to programmes@ejo.co.uk or by fax to +44 1428 751970. If you have any queries, please contact your agent or EJO on +44 1428 751549.

You let us know:

- which course you would like to take
- when you would like to come to England
- how long you would like to come for
- your Business/Professional English learning priorities and other requests or questions you may have

We then get in touch with you or your agent to:

- answer any questions you may have
- send you a profile of a host teacher we believe will be suitable for you
- progress your booking

"When I got back I had to take the TOEIC exam for work. I scored 50 points more than I needed thanks to my teacher" **DENIS** - Lille

"The materials my teacher used were very good. I am very pleased with the progress I made" **LUCY** - Naples

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EJO English Home Lessons



Accredited by the

