



Specialised Language Training

Language Training for Specific Purposes



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English for Accounting & Finance

English for Accounting and Finance is for employees working in the financial sector and in all fields relating to accounting and finance. This course encourages participants to share ideas and experiences in order to facilitate the development of communication skills in relevant financial situations and contexts.

Main areas of focus

- Understanding the vocabulary of accounting and finance
- Successfully presenting business accounts
- Understanding the framework of the business cycle
- Describing accurately financial trends
- Assessing terminology associated with bad debt and debt recovery
- Comparing Company performance quarter to quarter
- Discussing currency variations and forms of money

Benefits

- Improving English language skills in a variety of financial contexts
- Developing the ability to communicate technical financial terminology in English
- Discussing financial case studies
- Perfecting skills in presenting financial reports and information
- Building on skills in drafting financial letters, emails and reports in English
- Increasing confidence when dealing with clients & colleagues in English face-to-face, on the phone or in writing

Approach

Case-studies and in-house materials will be used throughout the English for Accounting and Finance course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for Accounting and Finance classes can be adapted to your specific company's products and job requirements.

Delivery

Instruction at your workplace or by webinar.

English for Logistics Management

English for Logistics Management is for employees who need the language for ensuring the smooth flow of goods, information and other resources from the point of origin to the clients and end-users. English is the language used between different nationalities to manage this complex and challenging process.

Main areas of focus

- Developing the language needed for planning cost effective and flexible supply chain solutions
- Discussing the management of warehousing and planning warehousing solutions
- Practising the English needed to identify and analyse operational supply chain models based on product type, technology requirements and customer geography
- Building language to focus on the challenges of transport and distribution

Benefits

- Improving your English language skills in a variety of Logistics and Supply Chain Management contexts
- Developing your ability to communicate technical Logistics and Supply Chain terminology in English
- Increasing confidence when using English
- Fast tracking the development of your overall language ability

Approach

Published materials and in-house materials will be used throughout the English for Logistics Management course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for Logistics Management classes can be adapted to your specific objectives and company.

Delivery

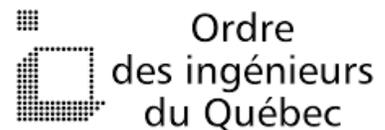
Instruction at your workplace, over the phone or by webinar.

English for Engineering

English for Engineering is for employees working in an engineering environment. This course is suited to civil, mechanical and electrical engineers. This course is designed to improve communication skills and specific vocabulary, enabling employees to work more confidently and effectively in English.

Main areas of focus

- Describing technical functions and problems
- Describing specific materials
- English for effective planning and scheduling
- Discussing regulations and standards
- Explaining tests and experiments
- Discussing performance and suitability
- Writing instructions and notices



Benefits

- Improving English language skills in a variety of engineering contexts
- Developing the ability to communicate technical project management terminology
- Discussing case studies in electrical, mechanical and civil engineering
- Increasing confidence when using English
- Fast tracking the development of your overall language ability

Approach

Published materials and in-house materials will be used throughout the English for Engineering course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for Engineering classes can be adapted to your specific objectives and your industry.

Delivery

Instruction at your workplace, over the phone or by webinar.

English for Marketing

English for Marketing is for employees working in a marketing capacity. In this course, employees share ideas and experiences in order to develop skills within relevant marketing situations and contexts. The content will be based around the needs of the employees. Language skills will be developed through discussion, role-plays, presentations, vocabulary activities, language analysis and negotiation practice.

Main areas of focus

- Discussing marketing plans
- Applying a marketing process
- Analysing strategies and objectives
- Conducting market research
- Increasing marketing vocabulary

Benefits

- Improving English language skills in a variety of marketing contexts
- Developing the ability to communicate professionally
- Discussing marketing case studies and successful marketing plans
- Increasing confidence when using English
- Fast tracking the development of your overall language ability

Approach

Published materials and in-house materials will be used throughout the English for Marketing course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for Marketing classes can be adapted to your specific objectives and company.

Delivery

Instruction at your workplace, over the phone or by webinar.

English for Human Resources

English for Human Resources offers employees the key communication skills required by HR professionals operating in an HR environment. It aims to provide a practical focus on the English language and the skills needed to work more effectively with both internal clients and external partners.

Main areas of focus

- Interviewing skills
- Discussing benefits and plans
- Discussing training programs
- Dealing with delicate situations
- Constructive appraisal interviews
- Staff satisfaction within a multicultural task force



Benefits

- Improving the understanding of all HR processes
- Developing the ability to communicate technical HR terminology in English
- Advancing English oral and writing skills in expressing business arguments in an HR context
- Fast tracking development in overall language ability

Approach

HR journals and in-house materials will be used throughout the English for Human Resources course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for Human Resources classes can be adapted to your specific objectives and job requirements.

Delivery

Instruction at your workplace or by webinar.

Technical English

Technical English is a four-level course for employees working in a technical environment. It covers core vocabulary and skills needed to communicate successfully in all technical and industrial subjects.

Main areas of focus

- Technical concepts are covered through readings and illustrations
- Topics covered reflect the latest developments in technology
- Material is adapted to participant's specific work situations
- Grammar is practised and integrated into technological topics
- Core language that is common to a wide range of specialisations is incorporated into the content.
- Participants will have access to companion websites that accompany the course material for additional practice

Benefits

- Improving professional English skills through discussing relevant, challenging topics
- Developing the ability to participate in complex and detailed discussions in English
- Discussing relevant, challenging case studies
- Increasing comprehension of technical documents in English

Approach

Published materials and in-house materials will be used throughout the Technical English course. Recommendations on self-study material and extra readings will be presented throughout the course.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our Technical English classes can be adapted to your specific objectives and job requirements.

Delivery

Instruction at your workplace or by webinar.

English for Information Technology

English for Information Technology is for employees working in this environment. It covers core vocabulary, relevant grammar and the skills needed to communicate successfully in information technology fields.

Main areas of focus

- Technical concepts are covered through readings and authentic in-house corporate material
- Topics covered reflect the latest developments in information technology
- Subjects are relevant to participants' needs
- Grammar is practised and integrated into technological subjects (ex. passive vs active voice)
- Core language that is common to a wide range of specialisations is incorporated into the content. (ex. Describing tasks, troubleshooting, talking about data and storage, e-commerce, etc)

Key features of the course

- Develop speaking, listening, reading and writing skills
- A wide variety of tasks and styles of presentations to engage the participants
- Up-to-date readings from the world of information technology
- A systematic approach to language development

Flexibility

Our English for Information Technology classes can be adapted to your specific objectives and area of expertise.

Delivery

Instruction at your workplace or by webinar.

English for the Pharmaceutical Industry

English for the Pharmaceutical Industry offers employees the target vocabulary and skills needed to work effectively. The course will encourage employees to share ideas and experiences to develop key communication skills in relevant management and business situations within a Pharmaceutical context.

Main areas of focus

- Developing the language needed in the context of drug discovery and drug development
- Defining in English the challenges, risk and cost of innovation within the industry
- Practising the English needed to discuss pharmaceutical practices like quality assurance controls and regulatory documentation
- Using English to discuss pre-clinical and clinical trials and testing
- Developing vocabulary to discuss mergers, acquisitions and comarketing of drugs and the controversies behind marketing and lobbying of drugs in general

Benefits

- Developing your ability to participate in complex discussions in English
- Benchmarking your knowledge with other professionals in the Pharmaceutical Industry
- Discussing relevant and challenging case studies
- Increasing your confidence in English
- Developing language skills in your profession which could be key to better serving your company and clients

Approach

Pharma journals and in-house materials will be used throughout the English for the Pharmaceutical Industry course. Recommendations on self-study material and extra readings will also be presented.

Case studies, role-plays and online material will make this a dynamic and productive learning experience.

We also offer the option of solidifying the learning experience with a final exam based on material covered during the course.

Flexibility

Our English for the Pharmaceutical Industry can be adapted to your specific company's products and job requirements.

Delivery

Instruction at your workplace or by webinar.