

# BUSINESS ENGLISH 21 YEARS+

Our Business English courses are designed to help experienced business people, professionals and company personnel develop their ability to communicate effectively in the workplace.

Students just beginning or aspiring to a career in business will also benefit from these courses.

## BUSINESS ENGLISH MINI GROUP 20

The following business skills and topics can be discussed:

- Marketing and Management
- Social Skills in Business
- Telephone Communication
- Emails, Reports and Letter Writing
- International Banking and Finance
- Business Ethics
- Advertising
- Writing & checking CVs
- Preparing for an interview
- Leadership & Decision-Making
- Management Planning and Strategy
- Goal-setting
- Meetings – Controlling and participating
- Networking
- Language of Meetings
- Negotiations – role play
- Presentation skills – Speakers opening remarks & stage presence & content and design
- Human Resources/People Management Administration

The number of topics covered each week will vary depending on the small group's needs and the length of one's programme.

## BUSINESS ENGLISH MINI GROUP 30

In addition to the Business English course, students are offered two extra lessons per day within their own small group to focus on additional and relevant aspects of Business English. The intensive course aims at:

- increasing speaking, listening and conversation abilities
- expanding business vocabulary and improving pronunciation
- building confidence in using formal, professional English in a variety of business settings
- learning about the culture of international Business English

## (ESP) ENGLISH FOR SPECIAL PURPOSES

Courses are private or semi-private lessons designed by our qualified teachers to suit the student's specific profession. This is the quickest and most intensive way to learn and improve language skills in a particular area.

Teachers plan the lessons around the student's personal needs, just perfect for students who wish to make maximum progress within a short time.

We can provide specialised training in areas such as:

### FINANCE AND INSURANCE

(ideal for professionals in accounts, finance, insurance and tax)

### MANAGEMENT

(for professionals in a supervisory, account management or any other managerial role)

### SALES AND MARKETING

(for professionals in sales & marketing)

### ENGLISH FOR LAW

(for professionals in the legal field)

### AVIATION ENGLISH

(for professionals in the aviation industry)

### ENGLISH FOR MEDICAL PURPOSES

(for professionals in the medical field)

## PREPARATION FOR INTERNATIONAL EXAMS

Our teachers will thoroughly prepare you for the Exam of your choice:

- Cambridge
- KET
- PET
- FCE
- CAE
- CPE
- IELTS
- TOEIC
- TOEFL
- Abiturvorbereitung
- Baccalaureate

You will be focusing on the five skills areas tested in the examinations:

- Use of English (Grammar)
- Reading & Vocabulary
- Composition (Writing)
- Listening Comprehension
- Speaking

Each course consists of 4 General English group lessons and 2 Private ESOL lessons per day. Throughout the course student progress will be monitored closely by the teacher and the Director of Studies through regular Exam Practice tests with a Mock Exam at the end of the course.

Please refer to [www.gvmalta.com](http://www.gvmalta.com) for more details (Courses / Business English / ESP / International Exams)