



**Elaine Thomas**

**Professional English Coach**

## **Getting Into English!**

- \* English at Work
- \* English from A to Business
  - \* Business with Style
- \* Meetings & Presentations
  - \* English Conversation
  - \* English for Tourists
  - \* English for Beginners
- \* Brush-up on Your English
- \* Telephone & Emails in English
- \* **New !** Storytelling in Business

**For more information, please contact:**

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# Getting Into English

## Business Style

For students and business professionals who wish to fine-tune both their language and business communication skills. Diverse conceptual options offer an individualized learning programme to meet requirements which can't be met by the normal conventional approach.

**Getting into English** allows great flexibility in lesson planning, so that it is possible to work through different exercises from different modules to create a tailor-made course dependent on individual or group needs.

Emphasis is placed on the soft skills that students need to do business in the real world.

**Getting into English** focuses on language in key business and social performance areas:

### **Module 1: My Job and My Company**

- Job titles, company structure, culture & strategy

### **Module 2: Day-to-Day Operations**

- false friends, key idioms, vocabulary, business grammar

### **Module 3: Effective Meetings**

- Meetings and conference calls
- Effective emails
- English for telephoning
- Effective presentations

### **Module 4: Socializing & Networking**

- Cultural lifestyles
- Socializing with business contacts
- Developing business relationships
- Small talk topics
- Socializing with style

### **Module 5: Teamwork & Project Management**

- Forming and motivating teams
- Project management
- Team-building with style
- Crisis management
- Ethical issues
- Negotiating agreements
- Multicultural teams