

English language and communications skills for Business

More effective international business
performance

Some of our recent private sector clients

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① www.londonschool.com/clients

“ The flexibility and friendliness of the teachers and staff creates a good platform for teaching English. The school is small enough to give the students individually designed tuition, yet large enough to have access to a variety of resources. This is my second course at the school and I hope not the last. ”

Ole-Jørgen Karlsen, Norway

English is the established language of international business, and anyone who wants to succeed in the global economy must be able to communicate effectively in it.

Our clients are busy, demanding people. They have no time to waste, and need the best. Our courses have been developed in response to their needs. We offer **highly practical training with immediately usable results.**

You will come to us with high expectations. Our aim is to exceed them. Whether you are just starting out in your chosen career, or are at the top of your profession, we have the experience and staff to help you improve your English in the shortest possible time.



After a course with us, you will:

- communicate more confidently
- speak more accurately and fluently
- participate more successfully in meetings, presentations and negotiations
- improve your written English including emails
- expand your professional vocabulary
- improve your understanding of grammar
- socialise and network with greater confidence
- work successfully in a cross-cultural environment





max 6



25 and over
Average
age 36



60 mins

9.00 – 17.00
Monday –
Friday
30 hours
per week



1-6 weeks.
Start any
Monday

Level

4-8

International Business Communication

Helping business people to succeed in the global economy

This course is ideal for experienced business executives and managers who need to improve their business language and professional skills in a commercial context in the shortest possible time. You will improve your language and business skills in the following areas:

- meetings
- presentations
- negotiations
- leadership

There are frequent role-plays and simulations designed to develop essential language skills.

Our visiting guest speakers bring external expertise and insight into the programme.

Everything you do will be relevant, practical, realistic, up to date and useful; the small groups ensure attention to individual needs.

www.londonschool.com/ibc



max 8



23 and over
Average
age 38



60 mins

9.00 – 16.00
Mon – Fri
25 hours
per week or
9.00 – 12.35
Mon – Fri
15 hours
per week



1-6 weeks.
Start any
Monday

Level

3-8

Communicating Effectively in English

This course is for professionals who want to develop their English in a work and social context, but who don't need a strong commercial focus

Typical participants come from a wide range of backgrounds; business people are welcome as long as they understand that the course does not specialise in Business English.

The course has a strong focus on developing practical skills such as the English used for:

- discussions
- general communication skills.
- meetings
- networking and socialising
- presentations

You can choose to do the **full day**, or follow the **morning-only programme**

www.londonschool.com/cee



Individual Tuition

Everyone is different, so a programme of individual tuition is entirely flexible to suit you.

1:1 tuition varies greatly:

Some clients may want to concentrate on **subject matter**. For example: Business, Energy, Politics, Engineering or Finance.

Others may need to concentrate on **specific skills** - for example managing meetings, making presentations or negotiating.

Others may want to focus on particular **language areas** - for example listening, oral fluency, pronunciation or grammar.

You can take a course of Individual Tuition at any time to suit you, including evenings and weekends.



Many of our business-related courses can be taken as a **Combination Course** – half day group, half day 1-1. Look for this symbol ►



www.londonschool.com/ind

Communication Skills for Bankers

Helping banking and finance professionals to become effective international performers



Most participants on this course are experienced banking and finance specialists.

This 1-week intensive course focuses on developing your English language skills for:

- meetings
- presentations
- negotiations

The trainers are very experienced in training for the banking and finance sector and all the case studies and materials are relevant to this area.

Topics covered can include:

- portfolio management
- handling and advising clients
- reporting on market conditions
- financial data

www.londonschool.com/csb



Normally 1



18 and over
Average
age 39



60 mins
Flexible, but
usually 15, 20
or 30 hours/
week

Level

1-9



max 6



25 and over
Average
age 39



60 mins
9.00 – 17.00
Monday –
Friday
30 hours
per week



1 week:
Fixed dates
only

Level

5-8

English for Human Resources

Managing an international workforce

Most participants on this course are experienced HR professionals, who increasingly have to work with employees in English.

This course will provide you with the English language skills needed to perform in a variety of work situations, including:

- interviewing applicants
- using the telephone
- conducting appraisals
- networking and socialising
- participating in meetings

The course generally also includes a visit to an **employment tribunal** and a presentation by a **visiting speaker**.

www.londonschool.com/ehr



max 6



25 and over
Average
age 39



60 mins

9.00 – 17.00
Monday –
Friday
30 hours
per week



1 week

Fixed
dates only

Level

5-8

Young Business English

The foundation of a successful international career

You may have a few years' working experience, or you may be coming to the end of your business studies and preparing yourself for the workplace.

This course is designed to provide you with the business English skills you need for your career. It can also provide an excellent foundation for MBA studies.



It focuses on English for:

- meetings
- presentations
- negotiations
- effective performance in less formal business and social situations

You will also:

- develop your reading and listening skills
- improve your written English in a work context
- learn how to handle reports and draft emails
- significantly expand your business vocabulary
- develop networking skills and expand your international contacts

We also offer 3-week courses for **Cambridge Business English Certificate Examinations** at both **Vantage** and **Higher** levels.

www.londonschool.com/ybe



max 10



20-30
Average
age 25



60 mins

9.30 – 16.00
Monday –
Friday
24 hours
per week



28

2 - 6 weeks.
Start any
Monday

Level

4-8



“ A great place to exercise and improve language skills. A good location and very high level of organisation and teaching qualities of the trainers ”

Adrian Schwitulla, Germany

We have been teaching English since 1912. We are the world's oldest accredited English language school.



Our executive training centre is in Holland Park – one of London's most exclusive residential areas, very close to the centre of the city.

All the courses we run in Holland Park are for professionals who need English for their work. Some are older, some are just starting their careers. But they all need serious, focused language training to help them succeed more effectively.

Facilities and services are first-class, including top-quality technical resources and an excellent restaurant at lunch time. We offer a range of comfortable, friendly accommodation and a full support package including airport pickups, leisure programme, insurance etc.

Our courses combine the highest professional standards with friendly informality.

As well as Business English...

In addition to our courses for people in business, in Holland Park we offer group courses for:

- general working English for mature professionals
- public officials
- engineers
- lawyers

On an Individual Tuition basis we can offer tailored courses for people from almost any background.

Courses at our Westcroft Square centre

If you would like to work on your general language skills before studying on one of our professionals' programmes, our Intensive General English course is ideal. The course is intensive and attracts serious adults who are usually learning for their careers or before they go to university. More than half of our students at Westcroft Square are 25 or older. The course offers a very good general foundation or brush-up, with an emphasis on **listening** and **speaking skills**.



Level Scale

LSE level* (online test score)		CEF** levels	Cambridge ESOL	TOEFL paper/ computer/ internet IBT	TOEIC score
9 (90+)	Very Advanced	C2		677 / 300 / 120	905 - 990
8 (80+)	Advanced		CPE	600 / 250 / 100	785 - 900
7 (70+)	Pre-Advanced	C1	CAE	550 / 213 / 80	725 - 780
6 (60+)	Upper Intermediate	B2	FCE	500 / 173 / 60	675 - 720
5 (50+)	Intermediate			450 / 133 / 46	605 - 670
4 (40+)	Low- Intermediate	B1	PET		505 - 600
3 (30+)	Pre-Intermediate	A2	KET		405 - 500
2 (20+)	Elementary	A1			255 - 400
1 (<20)	Beginner				10 - 250

For more information, and to test your level, visit: www.londonschool.com/level

*The school's level scale matches IELTS. When a student has finished work at a level s/he should achieve this score on an IELTS test.

** Common European Framework of Reference for Languages of the Council of Europe



Here's how to get more information:

Visit our website at:
www.londonschool.com

Call us on:
+44 20 7605 4142

Send an e-mail to:
voice@londonschool.com

Book online at:
www.londonschool.com/booking

The London School of English is the world's longest-established accredited English language school. We have been training people since 1912 and have offered specialised courses for Professionals for nearly 40 years.