

Professional English Course

This course is designed for professionals using English in international contexts. The Professional English course is designed to develop students' abilities to communicate confidently and effectively through speaking and writing. Core areas of the course will also cover formal writing skills for speeches and reports, as well as modern email etiquette. For students wishing to study in small groups with other mature and like-minded professionals, the Professional English course is ideal.

Who is this course for?

We invite you to attend this course if you are working in any profession and you require a strong level of communicative English. Professionals from a wide range of industries will benefit from the course.

What are the course requirements?

We ask that you complete a short Needs Analysis. We may also ask for an online video assessment (eg. Skype) to establish your motivations and goals and to ascertain your level of English (B2 Upper Intermediate or above is ideal).

How long can I take this course for?

The course is as flexible as you need it to be. You can take it for as little as 1 week or for several months. Classes begin on the first Monday of any month and you can choose a time that is convenient to you - a morning class (9.15-12.30) or an afternoon class (12.40-16.35), or a combination of both.

What topics are covered in this course?

Spoken communication

- Tone, register and style
- Giving presentations
- Holding discussions
- Chairing meetings

Effective writing

- Tone, style and register
- Writing emails
- Writing reports
- Writing informational materials
- Proofing, editing and self-correction

There will also be an additional focus on developing listening and reading skills. Elements of the course include understanding telephone conversations, understanding written articles and reports, and working with authentic language materials such as newspapers and the internet.