



# ADULT ENGLISH

## BUSINESS ENGLISH










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Excellence in Teaching English since 1978

# General Business English - AE112

**Course Aim:** To prepare students to communicate and function effectively in a business environment through the English language.

**Course Description:** The Business English course focuses on developing your ability to use English in the context of work and international business. It is perfect for you if you wish to further your Business English skills and wish to become more confident in your interaction with both clients and business colleagues. The course ensures you are well-equipped to function effectively in a business environment. The Business English course is suitable for you if you are already working and need English in work, or if you are studying Business and will need English in the future.

Overview	
	Starting Date : Every Monday throughout the year
	Minimum Age : 20 +
	B2 B2+ C1 C1+ C2
	Host Family / Shared Apartment / Residence Hotel / B & B / Hostel
	AE112 - 20 Lessons per week (One lesson = 60 minutes)
	Average 6-8 students per class (Max 10) CEC Welcome Pack, Map and CEC Notepad
	Access to CEC E-learning platform End of course certificate & progress report
	Afternoon and Evening Social and Cultural Programme
	Price : €230 per week

## Course content

Business Communication	Telephone English	Sales and Selling
Marketing	Presentations / Negotiations	Statistics / Figures
Business Terms	Grammar	Written Communication
Effective Business Reading Skills	Customer Service	Human Resources



## AFTERNOON OPTIONS

Add any of the following Afternoon Elective Options to your General English Programme

### TOEIC PREP - 6 hours per week

To help students prepare for the Test of English for International Communication.  
Available All Year

CEC is an official TOEIC Test Centre

**BULATS**  
Business Language Testing Service

### BULATS PREP - 6 hours per week

To help students to prepare Business Language Testing Service and develop their Business English skills.  
Available All Year

CEC is an official BULATS Test Centre



### WORK PREP - 6 hours per week

This afternoon option is aimed at students who are looking for work while studying English in Ireland.  
Specific Dates

### ONE-TO-ONE CLASSES : 1 - 10 hours per week

To help students improve quickly according to their specific needs  
Available All Year

Students can also opt to take the TOEIC test as part of this course.

**TOEIC**  
TEST OF ENGLISH  
FOR INTERNATIONAL  
COMMUNICATION

An additional exam fee applies

## SAMPLE TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09.00 - 11.00	Induction, Placement Test & Needs Analysis	The language of negotiation – grammar; conditionals	Speaking and listening – negotiating an outcome	Language Focus – collocation and word formation	Progress test Pronunciation focus
11.00 - 11.20	COFFEE BREAK				
11.20 - 13.20	Mergers and acquisitions: Reading and lexis	Case Study: Authentic Materials	Emails – being direct and polite	Listening – The Business News – Identifying main points	Language clinic – Focus on specific areas identified by trainers
13.20 - 14.20	LUNCH BREAK				
14.20-16.20	Free Elective Class E-Learning Masterclass Grammar Clinic Job club	Intensive General English TOEIC Exam Preparation BULATS Exam Preparation English for the Workplace			Free Elective Class Pronunciation Lesson Functional Language Irish Culture Lesson

## FREE ELECTIVE CLASS

**E-Learning Masterclass:** Did you know that the CEC E-Learning Platform offers study support and much more? Learn how to maximise your use of all of the great features on the CEC E-Learning Platform in our E-Learning Masterclasses.

**Jobs Club:** Looking for a job? Want to impress prospective employers? Join our Jobs Club to improve your interview techniques, work on job applications and perfect your CV.

**Irish Culture:** Immerse yourself in all things Irish through our engaging lessons on Irish history, traditions and culture.

**Functional language:** Want to know how to make requests or give compliments, opinions or advice in English? Come to our Functional Language lessons where you can learn these and more.

**Grammar clinic:** Are there specific grammar areas that you find problematic? Bring your questions along to the CEC Grammar Clinic, where you can discuss and find answers to your grammar questions.

**Pronunciation lessons:** Need help mastering pronunciation of certain sounds in English? Want to improve your use of intonation and sentence stress in your speaking? Try our pronunciation lessons, where our teachers will give you the guidance you need.

## SOCIAL PROGRAMME

<b>Afternoon</b>	Cork City Tour, Crawford Art Gallery, UCC & Glucksman Gallery, Fitzgerald's Park and Museum, Cork City Gaol, Blarney Castle, Cobh, Kinsale, FOTA Wildlife Park, Shandon Bells, St Finbarr's Cathedral
<b>Full Day</b>	Killarney National Park, Bunratty Castle, Ring of Kerry, Cliffs of Moher, Rock of Cashel & Mitchelstown Clonakilty
<b>Evening</b>	Bowling, Greyhound Racing, Cinema Night, Irish Dancing, Pub Night, CEC Party



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