



## Business and Professional English 25+

Our Business and Professional English 25+ course will develop your English language skills for professional communication in small, focused groups. Through realistic tasks and practice, you'll gain confidence in making presentations, taking part in international meetings, cross-cultural networking and other professional situations. Choose from:

- ▶ 15 hours a week group training, mornings or afternoons.
- ▶ 30 hours a week group training

**Course Level**



**Location**

Holland Park Gardens (London)

**Age**

Minimum 25

**Group size**

Maximum 6

**Duration**

1 to 8 weeks

**Hours**

30 hours per week

**Timetable**

09:30 – 16.45 (Monday to Friday)

Part-time: 15 hour per week

Choose morning or afternoon sessions.

Morning: 09.00 – 12.30 (Monday to Friday)

Afternoon: 13.30 – 16.45 (Monday to Friday)

**Start dates 2024**

Every Monday

**Fees**

30 hours: £1325 per week  
Part-time (15 hours per week)  
Morning: £795 per week  
Afternoon: £715 per week

**Included in fees**

- ▶ All course materials
- ▶ Three months access to London School Online platform
- ▶ Detailed end-of-course report
- ▶ Certificate of course completion

[Sample week](#)

## Who is it for?

This course is ideal for experienced professionals who wish to improve their business and professional English skills in a commercial context in the shortest possible time. Typically, you will have at least several years of professional experience and will be well-established in your chosen career. This course will benefit any professional person who needs to develop effective communication skills in English for use in their business life.

- ▶ If you would like extra focus on a specific area, add individual training to your course with our [Business and Professional English 25+ Combination course](#).
- ▶ If you are not looking for a professional course then take a look at [General English 20+](#).

## Course content

During this course, you can expect to cover the following areas:

- ▶ Communication skills
- ▶ Participating in and chairing meetings
- ▶ Negotiations – persuading, bargaining, compromising
- ▶ Presentations – making yourself clear, effective structuring and emphasising
- ▶ Business word building
- ▶ Common business topics
- ▶ Email writing
- ▶ Teleconferencing and telephoning
- ▶ Networking
- ▶ Cross-cultural awareness

- ▶ Grammatical accuracy
- ▶ Accuracy in pronunciation

Everything you learn on this course is practical. Through a variety of realistic tasks we help you to practise and improve the language you will need for your everyday work.

## Benefits

At the end of the course, you can expect to be able to:

- ▶ Communicate more effectively and fluently
- ▶ Participate more confidently in meetings
- ▶ Approach negotiations more diplomatically
- ▶ Respond more spontaneously in different situations
- ▶ Have expanded your range of business vocabulary
- ▶ Communicate more professionally in English
- ▶ Be able to network with greater confidence

## Previous clients came from:

