

# BOURNEMOUTH UK

## SZKOŁA JĘZYKOWA DLA DOROSŁYCH od lat 18 KURSY ENGLISH PLUS BUSINESS 2018

Prócz kursów GE, w szkole można uczyć się języka wielu dziedzin biznesu, także specjalistycznego. Poniżej zawartość niektórych z oferowanych kursów

### English for Business

- Business background
- Customer care
- Networking and socialising
- Business correspondence and communication
- Negotiating business agreements
- Business proposals and quotations
- Meetings, conferences and presentations
- Preparing and analysing reports
- Curriculum vitae preparation
- Interviews and appraisals
- Telephoning and skyping skills
- Email communication

### English for Finance

- Company structure
- Financial organisation
- Budgeting and financial planning
- Banking and bank services
- Currencies and foreign exchange
- Accountancy and financial transactions
- Investment appraisal
- Taxation and insurance
- Financial documentation and correspondence

### English for Management

- The role of the manager
- Company organisation and control
- Management strategy and decision-making
- Employment documentation
- Industrial relations - consultation and mediation
- Interviewing, selection and recruitment
- Staff training and appraisal
- Targets and budgets
- Human resources
- Inter-departmental communication

### English for Marketing and Sales

- Marketing strategies
- Sales promotion
- Advertising
- Social media
- Product awareness
- Marketing and sales presentations
- Meetings, conferences and negotiations
- Contracts and agreements
- Market research, surveys and statistics
- Forecasts and projections
- Effective oral and written communication

Course number	B-1.30	B-2.30	B-3.30	B-4.30
<b>Course type</b>	English for Business	English for Finance	English for Management	English for Marketing and Sales
<b>Total lessons per week</b> <small>(lesson duration: 45 minutes)</small>	30			
<b>General English lessons</b>	20			
<b>Specialised lessons</b>	10			
<b>Language levels for entry</b>	Intermediate to Advanced			
<b>CEFR levels for entry</b>	B1 - C1			
<b>General English - class size</b>	Class average 10 (Max.15) See note A			
<b>Specialised English - group size</b>	Average 4 (Max. 6) Average 5 (Max. 8) 4 June to 24 August			
<b>Minimum age</b>	18			
<b>Course duration (weeks)</b>	2 - 4			
<b>Course fees</b>	Pounds sterling			
<b>First 2 weeks</b>	980			
<b>Each additional week</b>	385			
<b>Homestay fees</b>	Standard single room (Pounds sterling)		Executive single room (Pounds sterling)	
<b>First 2 weeks</b>	306		546	
<b>Each additional week</b>	123		243	
<b>High season supplement</b> <small>(17 June to 12 August - per week)</small>	37		37	

Więcej informacji/ rejestracje

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