



# General + Business English

*Develop your skills for the global workplace*

This course is designed for students who need to use English effectively in both general and business environments. Gain a competitive advantage in your career and increase your employment prospects.

## 1. General + Business English CRICOS course code: 0102025

This course is ideal for students who wish to improve their all-round English combined with a specific focus on business.

DAY	15hrs	5hrs	5hrs	2hrs
	GENERAL ENGLISH	SPECIAL FOCUS MODULE	BUSINESS ENGLISH	CONVERSATION

## 2. Premium English for Business CRICOS course code: 0102025

This course allows you to combine group and individual classes and customise your program. The one-to-one lessons are an ideal option for students who have very specific professional needs. One-to-one classes are tailored to your profession and industry.

DAY	15hrs	5hrs	5hrs	2hrs
	GENERAL ENGLISH	ONE-TO-ONE LESSONS	BUSINESS ENGLISH	CONVERSATION

*Business English classes take place on Fridays and include:*

- > Daily workplace language
- > Written business communication
- > Business vocabulary
- > Spoken communication at work
- > Essential soft skills
- > Workshops on specialist language for different industries and positions

START DATES	COURSE LENGTH
Any Monday	2-36 weeks
TIMETABLES	CLASS SIZE
Day courses	Max 16 (average 13) Premium English includes 1:1 lessons
COURSE LEVELS	
Intermediate to advanced	

## SPECIAL FOCUS MODULES (DAY COURSES)

### Communication

This popular intensive conversation skills class will help you make fast progress with your speaking skills.

### Real English

This class teaches you to use English effectively for everyday tasks in Australia, such as shopping, banking and using public transport.

### English for further studies

You'll focus on the skills you need to study at university or college in English including presentations and assignments.

### Grammar and Speaking

Improve your accuracy and learn how to express yourself in more complex ways.

Full-time day students choose from our range of Special Focus Modules when they start at ELC and can change every 4 weeks. Depending on your level and course, choices include:

### IELTS Testbuster

Learn tips for IELTS exam success; complete practice tests and tasks with feedback and target your strengths and weaknesses for exam success.

### Cambridge Testbuster

Learn tips for each paper of your Cambridge exam; complete practice tests and tasks with feedback and target your strengths and weaknesses to excel in your exam.

### Cambridge Writing Skills

This is for students who especially need to focus on their writing skills for the FCE, CAE or CPE exams.

### Cambridge Grammar & Vocabulary

This course is for exam students who need to improve their grammar and vocabulary.

### Cambridge Speaking and Listening

This module focusses on the skills needed to do well in the speaking test and listening exam.

## EVENING FOCUS

Evening students get to choose a 2-hour Evening Focus class every Friday evening. Choices may include Speaking, Listening and Vocabulary, Pronunciation and conversation, Discover Australia, Video talks, and more.

## ENGLISH EXTRAS (DAY COURSES)

We offer a great selection of workshops, activities and classes for all full-time day students. These classes give you the chance to personalise your course, choosing the classes that you need or which interest you the most.

Stream	Friday Classes
Elementary	English for Life
Communication	Conversation & Pronunciation Speak Out
English for Work	Business English Business English Workshops
Exam Skills	Exam Skills Training Exam Practice
English in the City	City Quest Walk and Talk Excursion

Note that options vary from week to week according to student interest and demand.

### CONVERSATION & PRONUNCIATION

Practise speaking in a relaxed environment with a different topic every class with a focus on natural English and pronunciation.

### SPEAK OUT

These listening & speaking lessons are based around short videos of English speakers talking about an everyday topic. It's a great way to improve your vocabulary as well as your communication skills.

### BUSINESS ENGLISH

This class is for students who work or would like to work in a company where a good level of spoken or written English is required.

Lessons focus on practical English skills for the international workplace as well as specialists vocabulary for a range of industries and professions.

### ENGLISH FOR LIFE

This class is especially for our elementary students who need survival English and further practice in basic skills to progress quickly.

### EXAM SKILLS TRAINING AND PRACTICE

Advice and practice to perfect your skills for each paper of your chosen exam – IELTS or Cambridge.

### ENGLISH IN THE CITY

Each week you'll get to know Sydney with the guidance of an ELC teacher. Sometimes we combine a city walk with conversation practice, sometimes we arrange a team activity to discover a suburb of the city and sometimes we visit a place of interest such as the art gallery.

## CONVERSATION CLASS (DAY AND EVENING COURSES)

A 1-hour conversation class is offered to all full-time students on Tuesdays and Thursdays, bringing the total hours of tuition to up to 27 hours per week for daytime students and 22 hours for evening students.





English made easy



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