



Enhance your Business
Communication skills

BUSINESS ENGLISH

English is the language of international business and London is the home of both! Our courses equip students for the global business arena, developing and practicing their Business English skills through our innovative project-based course.

Students are generally young professionals or under/post graduates about to embark on their careers. Many students choose to add private tutorials and bring practical examples of how they use English in their career in order to maximise return on investment.

CORE STUDY FOCUS

The Malvern House Business English syllabus organises modules into three core categories, examples below. Students work together to complete a practical project related to the modules each week.

Business Skills

- Presentations
- Negotiations
- Meetings
- Correspondence
- Work Skills

Business Theory

- The Company
- Project Management
- Product Design
- Networking & Business Travel
- Crisis Management

Intercultural Awareness

- International Business Practices
- Entertaining & Socialising
- Cultural Models
- Globalisation
- Risk Management

KEY FACTS

- 15, 20 and 25 hours per week
- Levels: Intermediate to Proficiency
- Maximum class size: 15 students
- Start any Monday
- Minimum age: 18 years old

BENEFITS TO YOU

- Improve your confidence when conducting business in an international environment
- CV upgrade with an MH Business English Certificate
- Focus on your personal learning goals
- Flexible timetable minimises out-of-office time

WHY MALVERN HOUSE?

- Central London location
- Professional level accommodation options
- Fully accredited with dedicated professional teachers
- Personalised courses in small classes
- Modern, comfortable classrooms

SAMPLE TIMETABLE

Course Type	15, 20 or 25 hours per week		20 or 25 hours per week	25 hours per week
Time	8:45 - 10:15	10:30 - 12:00	12.15 - 13.15	13.30 - 14.30
Monday	Speaking and Reading: Read a text about working in different countries and discuss concepts such as perception of time and business etiquette. Vocabulary: useful phrases are examined from the text, such as "build relationships"	Listening: People describe their experiences of working abroad, useful vocabulary is noted and examined. Speaking: Students give advice for working in their city/country.	Writing Module Option: Students look at the language used in preparing a report, including key vocabulary and common business terminology.	Conversation Module Option: Students learn how to describe their roles and duties at work, they also study useful vocabulary and phrases to help them with this.
Tuesday	Listening: A company presentation, reporting back on research into a new locations for an office. Vocabulary: Key expressions and vocabulary are looked at, EG: "I get the impression that...", "According to..."	Speaking: Students look at ways to express doubt, be persuasive, and to avoid being negative. Task: Students do research into places in London to open a shop, and present their findings to their groups.	Writing Module Option: A review of the passive voice and how to form it in all of the tenses with a view to using it to produce a report.	Conversation Module Option: Students listen to a networking event where workers from different companies meet and greet. The class roleplays a networking event.
Wednesday	Grammar: Tense review - tenses are reviewed, with the focus on how they are used in a business context. EG: " <u>I've been working</u> on a new project recently." - examples are given and students also need to proof read a business e-mail.	Speaking: Students watch a business meeting and note how people introduce themselves and describe what they do. Role play: Students hold a meeting as group, introduce themselves, and follow an agenda.	Writing Module Option: Analyse real-world business reports with a focus on the layout and design, and how to produce a professional looking report.	Conversation Module Option: A roleplay of a business meeting. Students need to introduce themselves and a partner, taking care to introduce each other in a formal, business-like manner.
Thursday	Reading & Speaking: Students look at a case study of a company expanding to Madrid, Spain and note the difficulties and how the company overcame them. Vocabulary and grammar from the week is recycled to help students remember them.	Task: Students must find a new location for a company "Adventurous Appetites" to open - they do research online and take notes of three possible locations (China, Scotland, Canada) Writing: Students write a short presentation similar to Tuesday's class.	Writing Module Option: Students prepare a report based on the vocabulary, grammar, and style learnt during the week.	Conversation Module Option: Students look at language and phrases for conducting an interview, and at common interview questions. The class discusses how to answer the questions well.
Friday	Speaking: Students present their ideas from Thursday to the class in a formal presentation. Whilst watching students make notes on other's presentations and ask questions during the Q&A. Listening: Students view and discuss a business presentation from a popular BBC TV programme.	Review: The class takes a short test, the week's topics are reviewed with a combination of discussions, games, and team quizzes given by the teacher to ensure students retain the grammar and vocabulary of the class.	Writing Module Option: Feedback on the writing task and advice for how to improve.	Conversation Module Option: The teacher and students roleplay interview situations together, using the language taken from this week's class.

Please note: These are a selection of sample lessons and actual programme may vary.

YOUR INDIVIDUAL PROGRESS

Each student has individual needs and goals and we work with you to make sure you get the most out of your course. This starts with pre-course advice and careful placement in a class of the correct level.

You will receive a Malvern House Progress Diary where you set goals and record your progress with your teacher's help during individual progress tutorials.



There are regular progress tests to consolidate learning and you have access to the MH Online Academy for all class notes, reports and additional study materials.

HOW TO BOOK

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