



## Special Weeks for Specialist English 2020



### English for International Working

International Meetings, Intercultural Awareness, Emailing, Letters, Telephoning, Presentations, Negotiations, Establishing Relationships, Socialising, International Teamwork, Survival Language etc.

**January 6-10 or March 16-20 or June 29- July 3**



### English for Finance

Interpreting Data, Describing Performance, Profit and Loss, Balance Sheet, Cash Flow Forecasts, Budgets, Economic Indicators, Taxation, Describing Trends, Financial Meetings, The Annual Report etc.

**Jan 27- 31 or June 08-12 or Nov 16-20**



### English for Human Resources

Describing Organisations, HR Meetings, Training, Motivation, Quality, Compensation, Recruitment, Restructuring, Appraisal, Teambuilding, Profiling, Career Development, Report-writing, HR Planning etc.

**February 24-28 or May 4-8 or Nov 9-13**



### English for Sales and Marketing

Describing Products and Services, Making Arrangements, the Sales Pitch, Market Analysis, The Four Ps, Building Client Relationships, Negotiating a Sale, Socializing with Customers, Image and Brand etc.

**January 13-17 or June 8-12 or Sept 7-11**



### English for Production and Operations

Production Processes, Job, Batch and Flow, Demand Planning, Quality, Efficiency, Productivity, Purchasing Patterns, Describing Systems, Staff, Technical Language, Troubleshooting, Health and Safety, Forecasts etc.

**February 10-14 or April 6-10 or Oct 12-16**

**£1040  
per week**

All courses are for 1 week of 40 hours in a small group of maximum 6. Cost includes all teaching, lunch with trainers every day, social programme and daily transport.



# English for International Working

A one-week course for managers who need to work globally

## Dates

**January 06-10 2020**

**March 16-20 2020**

**June 29- July 03 2020**

## Course Structure

This is 40-hour intensive group course for a maximum of 6 managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

## Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Establishing Relationships
- Survival Language
- Telephoning
- Emailing
- Writing letters
- Making Appointments
- International Meetings
- Socializing Internationally
- Travelling on Business
- Making Presentations
- Intercultural Awareness
- Business Etiquette
- International Conferences
- Web conferences
- International Teamwork
- Negotiating

## Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

**Course Price:** £1040 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

**Accommodation:** Available in Executive Host Families, Hotels or Apartments from £335 per week.



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# English for Finance

A one-week course for Finance Specialists

## Dates

**January 27- 31 2020**

**June 08-12 2020**

**Nov 16-20 2020**

## Course Structure

This is 40-hour intensive group course for a maximum of 6 Finance managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

## Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Interpreting Data
- Describing Performance
- Profit and Loss
- Balance Sheet
- Ratio Analysis
- Cash Flow Forecasts
- Budgets
- Taxation
- Economic Indicators
- Presentation of Graphics
- Describing Trends
- Corporate Finance & Banking
- The Annual Report
- Making Comparisons
- Explaining Projections
- Financial Negotiations
- Financial Meetings
- Writing Financial Documents

## Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

**Course Price:** £1040 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

**Accommodation:** Available in Executive Host Families, Hotels or Apartments from £335 per week.



**AccentCorporate**  
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# English for Human Resources

A one-week course for HR Specialists

## Dates

**February 24-28 2020**

**May 04-08 2020**

**Nov 09-13 2020**

## Course Structure

This is 40-hour intensive group course for a maximum of 6 HR managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

## Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Describing organisations
- HR Meetings
- Training
- Motivation
- Compensation
- Quality
- Recruitment
- Restructuring
- Appraisal
- Appraisal
- Industrial Relations
- Legislation
- Career Development
- Profiling
- Teams and Teambuilding
- Report-writing
- Presentation of HR information

## Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

**Course Price:** £1040 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

**Accommodation:** Available in Executive Host Families, Hotels or Apartments from £335 per week.



# English for Sales & Marketing

A one-week course for Sales and Marketing Specialists

## Dates

**January 13-17 2020**

**June 08-12 2020**

**September 07-11 2020**

## Course Structure

This is 40-hour intensive group course for a maximum of 6 Sales and Marketing managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

## Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Sales and Marketing Terms
- Making a Sales Presentation
- Describing Products
- Describing Services
- Making Arrangements
- Negotiating a Sale
- Socializing with Customers
- Writing Proposals
- Market Analysis
- "The Four Ps"
- Building Client Relationships
- Contract Terms
- Promotion Campaigns
- Advertising
- The Sales Pitch
- Image and Brand
- Managing the Team
- Targets and Forecasts

## Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

**Course Price:** £1040 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

**Accommodation:** Available in Executive Host Families, Hotels or Apartments from £335 per week.



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# English for Production & Operations

A one-week course for Production & Operations Managers

## Dates

**February 10-14 2020**

**April 06-10 2020**

**Oct 12-16 2020**

## Course Structure

This is 40-hour intensive group course for a maximum of 6 Production and Operations managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

## Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Production processes
- Job, Batch and Flow
- Stock Control
- Plant layout & environment
- Demand Planning
- Quality
- Efficiency
- Productivity
- Purchasing patterns
- Describing Processes
- Describing Properties
- Technical Language
- Analysing systems
- Trouble-shooting
- Health and Safety reports
- Staffing
- Making Forecasts
- Answering needs

## Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

**Course Price:** £1040 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

**Accommodation:** Available in Executive Host Families, Hotels or Apartments from £335 per week.