



Professional  
BUSINESS ENGLISH COURSES



# Business English Courses

*Language development for professionals*



Business One-to-One



English for Engineers



Tailor-made course

## Welcome to ELC

The English Language Centre is a not-for-profit organisation. Our courses and teaching provide effective training for students who need English for work, study, travel or personal pleasure.

We have specialised in language training for business professionals for more than 55 years.

We understand that everyone is unique with different needs and different goals. We will provide you with individual attention to help you achieve your goals. We look forward to welcoming you to ELC Brighton.



Business One-to-One

## Our Mission

**To transform lives by enabling people to better communicate globally through:**

- teaching of the English language
- promoting inter-cultural understanding
- encouraging appreciation of the different ways we all live, think and learn



Executive Mini Group

## Our Values

**Excellence:** we aim to offer the highest standards in teaching, training, services and facilities

**Integrity:** we aim to be honest, fair and ethical in all our relationships

**Innovation:** we believe in constantly reviewing and developing our teaching, facilities, services and staff

**Respect:** we endeavour to treat everyone equally and with respect, understanding that everyone is unique with different needs and different goals

**Collaboration:** we recognise the importance of working and studying together, as a team



ELC Brighton, Palmeira Square

## About our clients

Our course participants are typically highly motivated people from a wide range of commercial, industrial and professional fields.

Some of our recent clients have worked for international organisations that include:

Agricultural Bank of China / Bahlsen / Bayer / BBH / Bosch / BMW / Carl Zeiss / Credit Suisse / Daimler / Chrysler / Deutsche Bundesbank / Ericsson / Hitachi / Johnson & Johnson / Kao / Medecins Sans Frontiers / Sandvik / Siemens / Solvay / Sumitomo Metal Mining

## Our approach – focus on your needs

- 1** Identify your language and communication needs and your objectives
- 2** Design your training programme to meet those needs and objectives
- 3** Utilise materials from your own work place in the course so your training is appropriate, interesting and relevant
- 4** Monitor your progress and objectives continuously and systematically
- 5** Provide guidance so you can continue to develop after your course



Executive Mini Group

# Our Programmes

All our business courses are designed for experienced business people who need to communicate effectively in English in their work. Our courses are tailored to your specific needs and develop the skills you need for use in your business contexts. All of the courses are taught by trainers experienced in teaching business English.

## Typical skills you may focus on:

- conducting and contributing to meetings and interviews
- giving presentations
- negotiating
- developing specialised business vocabulary
- discussing key business concepts
- developing cross-cultural awareness
- communicating effectively on the telephone
- corresponding effectively in business (emails, letters and faxes)
- writing reports
- socialising

## We can provide specialised training in areas such as:

- engineering/technical subjects
- management
- marketing and sales
- secretarial English
- military English
- banking and finance
- computing
- travel and tourism
- aviation
- medicine/pharmacy
- law



Executive Mini Group

## English for Engineers (FE)

This course is designed for experienced engineers and other technical staff who need to use English to communicate with colleagues or clients. Group members will develop their communication skills in English so they can, for example:

- more effectively contribute to meetings
- discuss technical drawings and production methods
- give presentations
- deal with phone calls

## One-to-One courses (OT20/OT30/OT40)

There are many reasons why you may choose One-to-One tuition. These may include preparation for an important exam, developing your confidence in communicating in English, or specialised vocabulary for business English.

## English for PAs and Secretaries (SEC)

This course is designed for personal assistants and secretaries who need to use English at work.

Typically it covers:

- memos and reports
- meetings (agendas and minutes)
- correspondence (letters, emails, faxes)
- greeting and dealing with clients and visitors
- communicating effectively on the telephone
- making arrangements and preparing schedules

## Introduction to Business English (IBE25/IBE30)

This course is aimed at students and people new to the world of work.

You will be introduced to specific business-related skills such as:

- applying for a job (writing CV/resume + covering letter, job interviews)
- conducting and contributing to meetings and negotiations
- giving presentations
- writing reports

## Executive Mini Groups (EMG)

This small group course (maximum 4 participants) has been developed for the highly motivated business person.

The trainer will design the course to fit the needs of the course participants, making it a unique package specifically targeted to improve your performance in English.

## Executive Mini Groups + One-to-One (EMGO)

This option allows individual Executive Mini-Group participants to specifically focus on their own needs in One-to-One lessons after the main course.

## Combined General + Executive English (CGX)

This course is designed for experienced business people who would like to improve their all-round level of English and also include a significant element of Business English in small groups.

## Combined One-to-One + Executive English (OTX)

One-to-One lessons in the mornings with small business groups in the afternoons.

### Tailor-made Courses

We can also design group courses that specifically meet your needs.



Combined One-to-One + Executive English

# Our Business Trainers

We understand that your time is precious and how important our training staff is in helping you to achieve your goals. We employ a number of specialist trainers with a proven track record of success working with business people of all types and at all levels.

## Our team of business English trainers includes:

**Matthew Devere** BA (Hons), DTEFLA, Cert IBET - *Head of Business English*

- 10 years' business experience - Inland Revenue + Mobil Gas
- 10+ years' Business English training experience
- ran own executive training business in Spain
- delivered workshops and training courses overseas



**Simon Cummings** MA, DELTA - *Teacher/Assistant Academic Director*

- 15+ years' Business English training experience
- 12 years' work as an accountant
- IELTS and Cambridge examiner
- has taught English in Croatia, Thailand, Spain and the UAE



**Paul Emmerson** MA (App Ling), MSc, PGCE, BA - *Teacher/Teacher Trainer*

- 20+ years' Business English teaching and training experience
- specialist in Business English
- Business English book writer (CUP, MacMillan)
- conference speaker and delivered training courses in UK and overseas



**Mike Foy** BA (Hons), DTEFLA - *Teacher*

- 20+ years' Business English training experience
- specialist in the use of audiovisual materials and technology in the classroom
- set up and developed the Media Services Centre at the Abu Dhabi & Dubai campuses of Zayed University, UAE



Business One-to-One

# Resources and Facilities

The ELC Business Centre is specially designed with your training needs in mind

- dedicated Business Centre for our business course clients only
- fully-resourced presentation training rooms with interactive whiteboards, sets of iPads and high-speed Wi-Fi
- dedicated business lounge with TV, daily newspapers and complimentary hot drinks
- free high-speed internet access and use of the centre's PCs for your own self-study/business with free colour printing facilities

## Case Studies

Some recent tailor-made group courses include:

### **Agricultural Bank of China**

Vocabulary of finance and economics, intercultural training for banking executives

### **NHTV Breda, Netherlands**

*University of Applied Sciences*  
Focusing on mobility and logistics

### **MARTEC, Denmark**

*Maritime college*  
English for Engineering

### **HITACHI, Japan**

*Trainees from engineering department*  
Combination of GE+ closed group presentation skills

### **Various Spain, Italy**

*Military personnel*  
Military English, peace-keeping

### **RSE Kazaeronavigatsia, Kazakhstan**

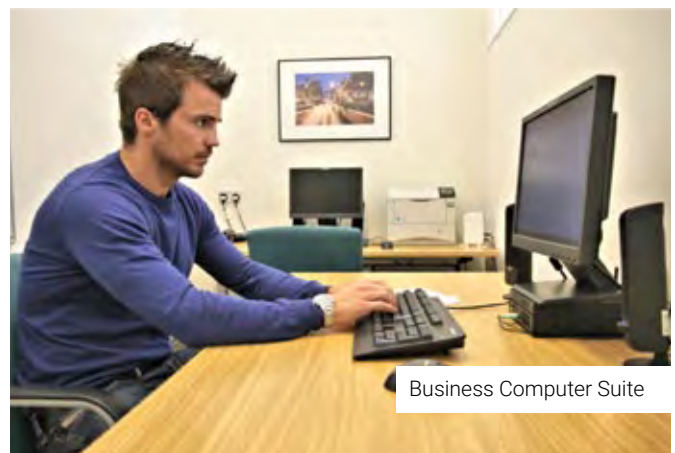
*Aviation company*  
General business English

### **SACO-Posten and PTK, Sweden**

*Trade union organisations*  
Meetings and negotiations in relation to company's financial position, industrial relations



Executive Mini Group



Business Computer Suite



Business Centre Lounge



English for Engineers

# Accommodation

We understand how important your accommodation is for a successful stay. Our dedicated Accommodation Department have carefully selected a range of host families and hotels to suit your needs.

## Hotels

We have secured special rates for a range of 3 or 4 star hotels to suit all needs, conveniently located within walking distance of ELC and a wide range of shops, restaurants, pubs and cafés.

- all rooms with en-suite bathrooms
- about 5 -15 minutes' walk from the school
- all hotels have Wi-Fi (some may charge for this)
- close to shops and a wide range of restaurants
- a few minutes' walk to the sea



The King's Hotel, Brighton

## Homestay Accommodation

Living in homestay accommodation provides you with the perfect opportunity to experience English life and to practise using your English in everyday situations. We try to match the student to a homestay that suits their background and needs. Many of our business clients choose this option.

- choice of standard or executive (sole use of bathroom) homestay
- single bedrooms with study facilities
- breakfast and evening meal served every day
- only one person of the same nationality per home
- maximum 30 minutes' travelling time to school

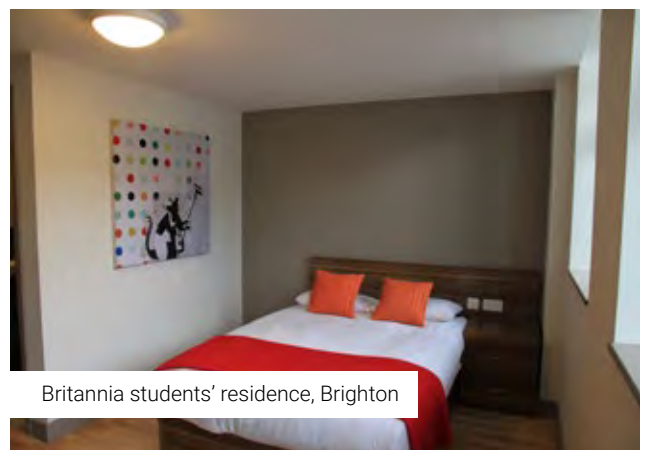


Executive Homestay, Brighton

## Residence

As a more economically-priced option than hotels and a more independent option than homestay, ELC has an allocation of rooms in Britannia Study Hotel. It is an ultra-modern residence with 134 en-suite bedrooms, located in the heart of Brighton and within 5 minutes' walk of Churchill Square shopping centre, the seafront, 2 supermarkets and many restaurants, pubs and cafés.

- single, en-suite rooms with small double bed
- self-catering
- free Wi-Fi
- 10 -12 minutes' walk from ELC
- close to shops and wide range of restaurants



Britannia students' residence, Brighton



# Other Services and Facilities

We aim to ensure that all your needs are addressed during your stay and offer the following services:

## Airport Transfers

Our dedicated Transfers Coordinator provides a friendly and efficient service. We can arrange pick up and drop off for all London airports and Eurostar at St Pancras or Ashford International.

## Concierge Service

Ask our reception staff for help and advice on booking tickets (travel, theatre, football matches and musicals), local restaurants and pubs, tips on places of local interest and the nearest sports facilities or printing documents.

## Social Programme

The social programme enables you to further practise your English in a more relaxed setting, to experience Brighton and explore southern England. ELC organises a full programme of weekend excursions and afternoon and evening social activities. There is something to do or see every day of the week.

## Other courses

ELC provides a wide variety of courses year round for adults and young adults including:

- general English
- examination courses (IELTS, FCE, CAE, TOEIC)
- courses for overseas teachers
- young adults summer vacation
- family options in summer



The North Laine, Brighton



Reception, ELC Brighton



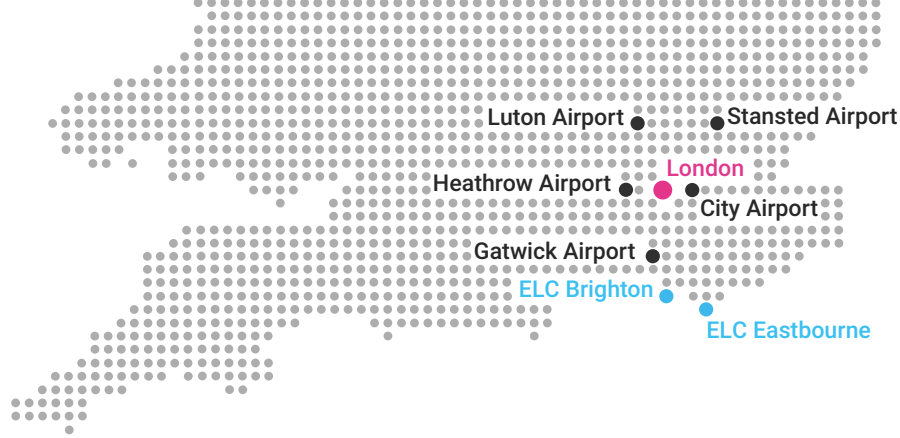
A London Skyline



ELC Brighton Social Programme visit to a London musical

# Why Brighton?

Brighton & Hove, a vibrant cosmopolitan city of 250,000 people, is an ideal place for business people to choose to develop their English for their work.



- quick and easy access to the international airports of Heathrow and Gatwick
- excellent transport links to London, about 50 minutes away by train
- easy to get around
- great choice of entertainment, culture, shopping, wining and dining

## Getting here

Close to London, Brighton is easy to reach from international airports - Gatwick Airport is just 30 minutes away - and with accommodation available within 5 -10 minutes' walk of school you can maximise your time on studying, not on daily travelling.

## Local Industries

- travel & tourism
- education
- IT / video games
- conference venue
- aviation
- the arts

## Leisure in Brighton

### Entertainment

Brighton has probably the best choice of entertainment on the south coast. You will find several cinemas, concert halls and theatres. Top names in the music world regularly perform here and many shows are first performed in Brighton's theatres before moving to London's West End.

### Arts and Culture

The Royal Pavilion is one of the most fascinating palaces in England with its Indian-style exterior and mainly Chinese interior. Throughout the year the city hosts many festivals and special events. The Brighton Festival of Arts and Music in May is one of the largest arts festivals in Europe.

### Eating and Drinking

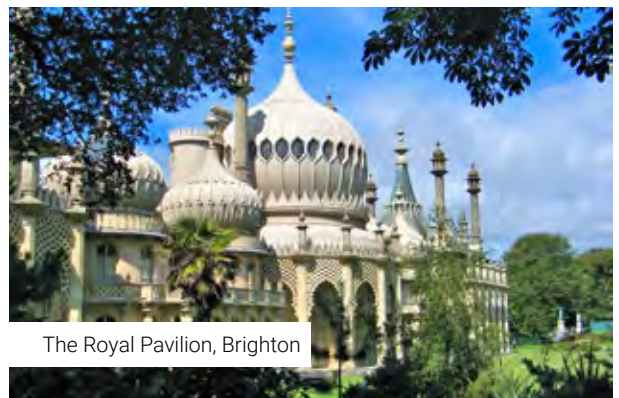
Brighton has some of the best restaurants on the south coast. There are hundreds of cafés, traditional pubs, modern bars and restaurants serving cuisine from all over the world.

### Shopping

From the modern shopping mall in Churchill Square to the antique jewellery shops of the 'Lanes' in the old town or the bohemian shops of the North Laine, there is something for everyone.

### Sports

As well as sports centres and swimming pools within walking distance, there are facilities available for sailing, windsurfing, beach volleyball, golf, cycling, football, basketball and tennis.



The Royal Pavilion, Brighton



Brighton seafront



The Lanes, Brighton



English for Engineers



The i360, Brighton



ELC Brighton Social Programme trip to London



In the i360



English for Engineers



Brighton beach

- The information in this brochure was correct at the time of going to print. Please check our website for the most up-to-date information.
- All photographs are copyright ELC. They were taken by ELC staff and are intended to give a true representation of the school and services offered.