



HEL C

H a s t i n g s
E n g l i s h L a n g u a g e
C e n t r e

Accredited by the



**BRITISH
COUNCIL**

ENGLISHUK 
member

International Business Communications

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Professional English



Hours per week

Professional English group	15
General English class	8¼
Length of Course	1 – 4 weeks
Minimum language level	Pre-intermediate

See our current [Course Dates and Fees](#) for prices and further information.

Course Description

The Professional English morning component of 15 hours forms the foundation of all our business training courses. Executive English and Business English clients also join these very small groups in the morning, with participants divided according to language level and / or previous business experience.

Professional English specifically addresses the language needs of those who require English for their job, and who only have limited time to attend a language course. The training will target the key communicative grammar needed to use English confidently and successfully in work situations. In addition, participants will develop their speaking, listening and reading skills through a range of materials drawn from the world of business.

In the afternoons participants booking the Professional English course will join a General English class. These classes focus primarily on improving general English speaking skills and include the HELC Options programme (3 lessons / 2¼ hours). Typical Options include pronunciation, news and current affairs, speaking practice and grammar.

The morning class will focus on the following:

- **Business grammar development**
- **Speaking accurately and fluently**
- **Key elements of pronunciation**
- **Intensive and extensive listening skills**
- **Intensive and extensive reading skills**
- **Business vocabulary enrichment**

If you have any questions or require advice, please do not

Executive English



Hours per week

Professional English group	15
Personal Tuition (one-to-one)	4½, 9 or 15
Length of Course	1 – 4 weeks
Minimum language level	Pre-intermediate

See our current Course Dates and Fees
for prices and further information.

Course Description

Executive English is designed for people with experience of the business world who need English in their day-to-day working lives. The training programme is suitable for clients who want a course which focuses on the language and skills required by professional people. The course format provides the opportunity to combine group work with flexible personal tuition (one-to-one) options.

Participants join the morning Professional English component detailed on page 2. The group lessons will provide the opportunity to work with other non-native speakers and to practise the essential language needed for the world of international business.

In the afternoon, Executive English participants choose one of three personal tuition options. These one-to-one lessons will accelerate participants' learning and concentrate specifically on individual language and training needs. The personal tuition is a partnership between participant and trainer. Our trainer will provide the expert English language knowledge and input required to structure the course. You will bring your own specialist knowledge of your subject or job.



Do not hesitate to contact our Business Training Manager before you book your course.



Business English

Hours per week

Professional English group	15
Business English group	8¼

Length of Course	1 – 4 weeks
Minimum language level	Pre-intermediate

See our current [Course Dates and Fees](#) for prices and further information.

Course Description

Business English is designed for clients who want to be able to work more effectively and productively in different business environments. The training programme will activate and improve participants' business English competence, and lead to a deeper understanding and ability to utilise essential business skills.



Participants join the morning Professional English component detailed on page 2, which provides the opportunity to work with other non-native speakers practising the essential language needed for the world of international business. The core business skills of presentations, meetings and negotiations form the foundation of the afternoon Business English group.

The training course will improve your accuracy, spontaneity and confidence in the following areas:

- **General business English communication**
- **Using key business vocabulary**
- **Giving effective presentations**
- **Negotiating successfully in English**
- **Effective telephone communication**
- **Effective face-to-face communication with clients and colleagues**
- **Written communication skills**
- **Defining and describing trends, statistics, graphical information**
- **Describing processes and products**
- **Cross-cultural awareness**
- **Socialising with clients**

If you have any questions or require advice, please do not hesitate to contact our Business Training Manager before you book your course.