



THE COURSE

English is the international language of business. TALK's Business English, Business English Plus and Business English Elective courses will help you develop your professional English skills. Here's what you'll gain:

- Become familiar with global business topics and vocabulary
- Learn to navigate job networking sites
- Create a cover letter and curriculum vitae
- Evaluate position descriptions and identify buzz and keywords
- Practice interview skills
- Learn the how-to's of using formal and informal communication in the workplace

SCHEDULE

**Schedule subject to vary due to availability.*

BUSINESS ENGLISH	LESSON 1	9:00 - 10:30
	BREAK	10:30 - 10:45
	LESSON 2 (Mon-Thu)	10:45 - 12:15
BUSINESS ENGLISH PLUS	LESSON 1	9:00 - 10:30
	BREAK	10:30 - 10:45
	LESSON 2	10:45 - 12:15
BUSINESS ENG. ELECTIVE	Tue, Wed, Thu	12:45 - 14:00

Upon completion of your course, you will receive a Certificate of Completion.

- INTENSITY:**
- Business English: 18 lessons/week
 - Business English Plus: 20 lessons/week
 - Business English Elective: 5 lessons/week
 - Level 6 (high intermediate) or higher is required

DURATION: 2 weeks minimum

START DATES: Classes start the first Monday of each month, Tuesday if Monday is a holiday
 Classes start on March 13th

VISA: Student visa is required for Business English Plus, but not for Business English.

