



## 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 (Mon - Thu)	SESSION 1	9:00 - 09:50
	BREAK	9:50 - 10:10
	SESSION 2	10:10 - 11:50
	BREAK	11:50 - 12:10
	SESSION 3	12:10 - 13:00
	.....	
BUSINESS ENGLISH PLUS	SESSION 1	9:00 - 09:50
	BREAK	9:50 - 10:10
	SESSION 2	10:10 - 11:50
	BREAK	11:50 - 12:10
	SESSION 3	12:10 - 13:00
	.....	
BUSINESS ENG. ELECTIVE	Tue, Thu	13:30 - 15:30

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

**INTENSITY:**

- Business English: 16 lessons/week
- Business English Plus: 18 lessons/week Business
- English Elective: 4 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.

