

International Business English

Communicaid's Business English trainers are chosen for their extensive commercial and training experience. In addition to being qualified trainers with a minimum of five years' training experience, many Communicaid Business English trainers are also professionals in fields as diverse as law, finance, insurance and marketing.

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Business English: Individual

Highly practical, individually designed, goal-orientated training to rapidly improve your business English skills.

Suitable for

International business people who require fluency and confidence in their English communication.

Major areas of focus

- Fluency enhancement
- Key vocabulary for your area of business
- Improved listening skills for meetings and teleconferences
- Effective written communication techniques

On completion

- More confidence in your ability to conduct business in English
- Greater verbal fluency for face-to-face business situations
- More professional approach and interaction with clients

Optional enhancements

- Working lunch with trainer
- Post-programme support
- Extended training
- Company visits
- Weekend training

"We appreciated the industry experience of Communicaid's trainers..."

Peter Lecomte,
Human Resources Consultant,
Tractebel (Belgium)

Combine with

- Effective Business Writing
- UK/US Business Culture training

Duration

Flexible. From weekly sessions to 3-month intensive programmes.

Business English: In-company Group

Cost effective, in-company team training for groups with the same needs and objectives.

Suitable for

Remote or physical teams who wish to combine team-building with language development. Training designed across all sectors from engineering to pharmaceutical.

Major areas of focus

- Fluency enhancement
- Individual and group presentations
- Role, company and sector-specific vocabulary
- Achieving clarity in written English

On completion

- Greater confidence to effectively represent your organisation at an international level
- Improved cross-border communication with colleagues and clients

Optional enhancements

- Industry visits – meetings and exchanges with British companies
- Weekend training

Combine with

- Building International Teams & Cross-cultural Awareness
- English for Finance Professionals
- Presentation & Negotiation Skills

"Communicaid has provided training of the highest quality to our Business Leaders."

Per Rune Bjørnfeldt,
Human Resources Management,
If Insurance (Norway)

Duration

Flexible. From one-day seminars to one month in-company programmes.



Jan - Dec



30 hours (min)



Individual



£1850/week



All levels



Worldwide



Jan - Dec



30 hours (min)



Group



£3300/week for
4-6 delegates



All levels



Worldwide

Business English: Combination

Specially designed combination - individual and group training - aimed at providing you with the essential communication tools to work in an international environment.

Suitable for

Professionals or organisations that require an economical and effective solution to their English training needs.

Major areas of focus

- Individual: individual English coaching specific to your role and organisation
- Group: fluency, communication, presentation and interpersonal skills

On completion

- Improved confidence in your ability to conduct business in English
- Greater oral fluency for key business situations
- Highly developed group interaction skills

Optional enhancements

- Upgrade to specialist 1-1 training
- Working lunch with the trainer
- Weekend training

Combine with

- UK/US Business Culture training

Duration

Each combination programme lasts one week (30 hours). The option exists to attend several combination programmes or combine with individual 1:1 training.

Business English: Foundation

A cost effective open group programme designed to provide you with a solid foundation in business English in just four weeks of intensive training. An ideal first step prior to attending one of our more advanced English communication courses.

Suitable for

Professionals starting or changing their international business career who require a comprehensive business English communication skills programme. Ideal for lower-intermediate and above learners.

Major areas of focus

- Comprehensive review of English grammar
- Oral communication skills for presenting, attending meetings, telephoning, etc.
- Listening skills for face-to-face meetings and telephone contact
- Email and other business writing skills

On completion

- Improved ability to work in roles that require English
- Greater oral confidence for face-to-face business situations
- Enhanced comprehension skills and clearer pronunciation

Optional enhancements

- Working lunch with the trainer
- Guest speakers from industry
- External visits and evening entertainment
- E-learning
- Weekend training

Combine with

- UK/US Business Culture training

Duration

4 weeks (120 hours in total). Option of 3 week Foundation Programme is also available.

“Communicaid offered me a professional, balanced and individualised programme, delivered by exceptional trainers...”

Ms Annie-Mireille Perrier,
Corporate Human Resources,
Vivendi Universal (France)

“Today I feel much more confident in speaking English.
Thank you Communicaid!”

Claudia Dolabella,
São Paulo Procurement Manager,
Global Procurement Organization,
Gillette

 1 Jan - Dec

 30 hours (min)

 Individual & Group

 1 Jun - Sept

 120 hours

 Group (max 8)

 £1400/week per individual

 2+

 London

 £2500/4 weeks

 1.5+

 London

English for Human Resources Professionals

Specialised English training programme focusing on the key communication skills required by human resources professionals operating in an international HR environment.

Suitable for

Human resources and training professionals who need to improve their English communication skills. This programme is designed to provide an extremely practical focus on the English needed to work more effectively with internal clients and external partners.

Major areas of focus

- Effective use of key HR terminology
- Tools for writing clear briefs, manuals and strategy papers
- Fluency enhancement for presenting information
- Development of listening skills for formal meetings and teleconferencing

On completion

- More confidence liaising with your international network
- Accurate use of international HR and training terminology
- Production of clearer and more persuasive written documents

Optional enhancements

- Post-programme individual mentoring
- Working lunch with UK HR professional trainer

Combine with

- Presentation Skills
- Individual Legal English training
- Cross-cultural Awareness

Duration

One week (30 hours). Tailor-made individual or in-company group training is also available.

English for International Sales & Marketing

English communication skills training aimed at improving your ability to build and develop international commercial relationships.

Suitable for

Professionals working across borders in international sales and marketing who require English to present, conduct negotiations and maintain effective communication with their international colleagues and clients. Aimed at business development professionals, international account managers, sales managers and marketers.

Major areas of focus

- Commercial vocabulary for your role
- The language to handle objections and overcome obstacles
- Listening skills for effective commercial meetings
- The language for successful team management

On completion

- More effective and persuasive representation of your organisation
- Increased interpersonal skills
- Demonstrable competitive advantage when working internationally
- More effective liaison with your international colleagues

Optional enhancements

- Post-programme individual mentoring
- Working lunch with the trainer

Combine with

- Individual Financial English training
- Country specific cultural awareness training
- Building International Teams training

Duration

One week (30 hours). Tailor-made individual or in-company group training is also available.

 Jan - Dec  30 hours (min)  Individual & In-company Group (max 6)

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 £1850/week

 2+

 London

 £1850/week

 2+

 London

English for Medical Purposes

This specially designed programme offers an extremely practical focus on the English you need to work more effectively in a medical environment.

Suitable for

Qualified medical professionals and medical students in the clinical phase of their studies who wish to improve their medical English in order to function more effectively in English or attend medical symposiums, congresses and seminars.

Major areas of focus

- Effective use of key medical terminology and abbreviations
- Tools for reading and writing clear medical reports, prognosis, diagnosis and recommendations, prescriptions and notes for colleagues
- Fluency enhancement for empathetically acquiring information from and presenting information to patients
- Formal presentation skills on areas of medical specialisation and interest

On completion

- More confidence liaising with native speakers of English in the medical profession or with the general public
- Accurate use of international medical terminology and abbreviations
- Ability to read and analyse medical histories and case studies
- Production of clearer written documents

Optional enhancements

- Optional visits to hospitals
- Working lunch with UK medical professional trainer

Combine with

- Presenting in English
- Cross-cultural Awareness training

Duration

One week (30 hours). Tailor-made individual or in-company group training is also available.

NOTE

If you are interested in a specialist area not mentioned here, please contact us to discuss our bespoke services:

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E. english@communicaid.com
W. www.communicaid.com

 1 Jan - Dec  30 hours (min)  Individual & In-company Group (max 6)

 £1850/week  2+  London