

1-1 Tailor-Made Financial English

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	Day One	Day Two	Day Three	Day Four	Day Five
a m	ORIENTATION	LANGUAGE	LANGUAGE	LANGUAGE	LANGUAGE
	<p>Testing & Programme Evaluation</p> <p>Tips & techniques to build financial and non-financial vocabulary</p>	<p>The language of trends: Adverbs of degree</p> <p>Describing your company's performance and comparing past to present results</p>	<p>Probability, possibility, and complete hypothesis: Conditional sentences</p> <p>Describing a company's contingency plans</p>	<p>Articles: Comparison between the definite and indefinite article</p> <p>Focusing on company reports and badly drafted emails</p>	<p>Overview and summary of the week's morning sessions followed by a language test</p>
	LANGUAGE	PHRASE & VOCABULARY	PHRASE & VOCABULARY	PHRASE & VOCABULARY	DRAFTING test
	<p>An overview of the English tense system: The present simple vs. present progressive, the past simple & progressive, the perfect and future tenses</p>	<p>The correct usage of numbers: Statistics, ratios and the decimal point.</p>	<p>Phrasal verbs: Focus on the most frequently used phrasal verbs in British English</p> <p>Exercises on Mergers & Acquisitions and takeovers</p>	<p>Phrase building for effective drafting skills: Connecting and linking for time & sequence, addition & contrast, reason, purpose, result & condition</p>	<p>Identifying written errors and rewriting a badly drafted document</p> <p>Summary drafting task</p>
	PRESENTATIONS	PRESENTATIONS	TELEPHONE ENGLISH	REPORT WRITING	MEETINGS & NEGOTIATIONS
P m	<p>The language of presentations: Providing an overview of your company, including detailing its history, structure and future plans</p>	<p>Presenting a synopsis on your economy: GDP, GNP, main industries and trading partners</p>	<p>The language of telephoning: Exchanging prices & financial results</p> <p>Listening practice: Listening tasks and role-plays</p>	<p>Drafting reports and emails, focusing on:</p> <ul style="list-style-type: none"> • Structure • Punctuation • Accuracy • Style • Register 	<p>Case-study designed to practise the language of meetings and negotiations: Presenting a case, giving & balancing points of view, agreeing & disagreeing diplomatically, compromising and conceding, rounding up</p>
	ANALYSIS	ANALYSIS	ANALYSIS	ANALYSIS	SUMMARY
	<p>Fluency development (with feedback & error analysis)</p> <p>Anglo-American company structure and developments in Corporate Governance</p>	<p>Fluency Development and analysis of Stock Market operations: Dealing with various types of securities and financial instruments</p>	<p>Insolvency, bankruptcy, liquidation, receivership and administration: Looking at a number of scenarios</p>	<p>Financial statements: Structure, analysis & interpretation</p> <p>Focus on the accounting standards of various economies</p>	<p>Case-study conclusion: Round-up of language used with feedback & error analysis</p> <p>Suggestions for sustaining your language</p>
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