

dialogue

LET'S TALK BUSINESS

INTENSIVE, RESIDENTIAL ENGLISH LANGUAGE TRAINING

English language training is an investment like any other. It needs to be enjoyable, relevant and effective. And above all, you and your company need to see a return. Once-a-week English lessons are useful, but it is easy to be distracted by a busy schedule or urgent deadlines. It can also be difficult to find a suitable environment in which to try out your language skills, without the fear of making mistakes.

We understand the frustration and have a simple solution: a 1-week or 2-week intensive course where you focus on English that's directly relevant to you, to be used in and out of the classroom. No distractions: just English pure and simple. At the end of the course, you'll have the skills and the confidence to do your job in English.

LET'S TALK BUSINESS: KEY FEATURES



WHY THIS ENGLISH COURSE?

A modular approach - you control the language that's relevant to you

Total flexibility with course content, dates, venue

Enables an understanding of UK business culture

Supported with post-course refresher sessions



WHAT DOES IT INVOLVE?

Up to 35 hours of training per week in & out of the classroom

Task-based learning and information-gathering activities to present to others

Social evenings built around the course

Excursions into the real world to put language into practice



WHERE WILL I BE ?

We recommend a host family to allow you to live, breathe and sleep English

Lessons at our training centre or in your hotel

Option of hotel or B&B if you need your independence

Special weekend activity options available



HOW MUCH WILL IT COST?

1-1 training starting from £1,700 per week

Residential option including dinner from £110 per night

Hotel accommodation available from standard to deluxe

Additional bolt-on activities



THE COURSE ITSELF

If you have a reasonable level of English but don't have enough knowledge and experience to apply it commercially, Dialogue can help you with a programme, developed especially with you in mind. You will be working inside and outside the classroom, learning and using the right language for your job, researching projects and delivering reports, giving presentations and participating in

provide meetings. Dialogue teachers are sensitive, understanding and patient: but life's not always like that, is it? So you'll have the opportunity to practise your English with local people and see if you can communicate your message in the real world. Our teachers then provide constructive feedback to improve your skills still further.

HOW IT WORKS

After a detailed evaluation of your initial English skills, we will investigate your business needs and priorities. What you study with us will have a direct impact on your ability to do your job, so we will design a programme around just that. But there is life outside work too and it's important that you take the time to develop skills for that as well. We've put together a selection of modules below that you might want to include in your course.

The course will give you the skills to develop autonomously: a teacher won't always be available to guide you, so it's essential that you can learn how to notice, monitor and adjust to the language around you when you're on your own.

Finally you will have recordings of your highlights to take away and review, along with the chance for refresher sessions via video conference when you get back home.

SOME POSSIBLE MODULES

NUMBER CRUNCHING #1

INTERPRETING BALANCE SHEETS
TALKING ABOUT TRENDS
COMPARING & CONTRASTING
CAUSE & EFFECT

NUMBER CRUNCHING #2

PLANNING BUDGETS
GRAPHS & STATISTICS
FORECASTING EVENTS
ADVERBS OR ADJECTIVES

HUMAN RESOURCES

RECRUITING & INTERVIEWING
REPRIMANDING & DISMISSAL
CONTRACTS
CORPORATE RESPONSIBILITY

REACHING CONSENSUS

PROS & CONS
AGREEING & DISAGREEING
ALTERNATIVES TO 'IF'
CHAIRING A MEETING

MAKING YOUR POINT

OPINIONS & SUGGESTIONS
CHOOSING A COURSE OF ACTION
THE ART OF PERSUASION
BEING BRITISH & 'SOFTENING'

SOUNDING MORE NATURAL

TEXT - BOOK VS REAL - LIFE
PRONUNCIATION PROGNOSIS
SOUNDING INTERESTING
MAINTAINING THE CONVERSATION

PRESENTING #1

BUILDING THE STRUCTURE
MELODY
MAKING AN IMPACT
MAINTAINING INTEREST

PRESENTING #2

VOCAL TECHNIQUE
BUILDING RAPPORT
BUILDING SUSPENSE
TRICKS OF THE TRADE

ONE FOR THE TECCHIES

DESCRIBING PROCESSES
LOCATING & DIAGNOSING FAULTS
MACHINE PARTS & POSITION
DIMENSION & MATERIALS

WRITING IT RIGHT

FORMAL VS INFORMAL ENGLISH
EMAILS & LETTERS
INVERSION FOR EMPHASIS
TAKING NOTES

HOW THE BRITS DO IT

TO BE OR NOT TO BE FUNNY
THE AFTER - WORK CULTURE
THE (DIS)UNITED KINGDOM?
ETIQUETTE

CUSTOMER SERVICE

TELEPHONE TECHNIQUES
HANDLING COMPLAINTS
APOLOGISING
ADVISING & CRITICISING

COLLOQUIAL ENGLISH

SLANG
TABOO/PROFANITY
EUPHEMISMS
SARCASM

EXTRA CURRICULAR #1

TROUT FISHING
BRITISH COOKERY
COURSES
GIN - MAKING

EXTRA CURRICULAR #2

ROMAN BATHS IN BATH
OXFORD COLLEGES
LONDON THEATRE
FOOTBALL/RUGBY MATCH

SOUNDS INTERESTING? EMAIL TRAINING@DIALOGUEUK.COM
OR CALL ON +44 (0)1793 513 321



CAMBRIDGE ENGLISH
Language Assessment

Authorised Centre



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TRANSLATIONS

VOICEOVERS/
SUBTITLING

ENGLISH LANGUAGE
TRAINING

FOREIGN LANGUAGE
TRAINING

CROSS - CULTURAL
COACHING