



# BUSINESS COMMUNICATION + ONE-TO-ONE 2011

## B35



### Course Fees

**Business Communication + One-to-One** £823 per week  
**B35** 20 Lessons Business Communication + 15 Lessons One-to-One

**Book Fee** £70  
*(Includes Books, Teaching Materials, Student's File, Linguistic Profile, Certificate of Attendance and Counselling)*  
**Enrolment Fee:** £60 (Non Refundable)

**Lessons:** 35 (26.25 hrs)  
**Duration:** 1 –4 weeks  
**Maximum Class Size:** 1 (*am*) 6 (*pm*)  
**Levels:** Pre-Intermediate to Advanced

### Accommodation Fees

Standard & Summer Rate: £165 per week  
(Homestay Category 'B')  
Standard & Summer Rate: £211 per week  
(Homestay Category 'BEN')

### The course starts any Monday.

No one week course during the summer season (20 June – 27 August)

### Richard Language College and Bournemouth

Richard Language College is a medium-sized school for adults situated on the south coast of England in a safe, high-class residential area. Bournemouth is a cosmopolitan, seaside resort where most people speak clear English. The college is accredited by the British Council and was the first English language school in Bournemouth to pass an inspection aimed at maintaining excellence in language schools across the whole of Europe. The inspection was carried out by EAQUALS (The European Association for Quality Language Services) which has full members in 11 European countries. The college specialises in short intensive programmes and enjoys a high reputation, developed over 70 years, for long courses. We are also the IELTS/TOEIC testing centre for the region. Richard Language College offers small classes, a good nationality mix and full social programme. Facilities include multi-media resources, free Internet access and cafeteria.



### Course

#### Business Communication - AM

The highly intensive Business Communication afternoon option is designed for executives, company personnel and other adult students. The aim of this section is to improve the command of Business English via a wide spectrum of language to enhance communicative skills in a business context.

A lively, problem-solving approach to business situations is adopted, combining the study of textual, audio and video materials with stimulating role-play based on realistic case studies.

The teaching emphasis is established at course commencement according to individual & group needs. Courses include the following areas studies within a general business context:

- Business Communication Skills
- Business Correspondence: reports, memos & faxes
- Discussion of individual needs, interactive skills
- Telephone Calls
- International Marketing & Finance
- Complaints
- Business Meetings
- Management Procedures
- Data Analysis
- Negotiation Skills
- Presentations
- Language of International Trade: export and import

**One-to-One – PM**

The one teacher to one trainee formula means a highly intensive, flexible and well-organised teaching programme that does not waste any valuable time. The completion of the Needs Analysis Questionnaire and the Pre-Test allows the precise language aims of each trainee to be identified before arrival in the UK, so that an individual programme can be designed to obtain optimum results.

We can also offer specialist tuition for participants who require English for Specific Purposes, including:

- Computing
- Journalism
- Airlines
- Banking
- Business Management
- Information Technology
- Hotels and Tourism
- Technicians & Engineers
- Oil Companies
- Customs and Excise
- Administration
- Secretarial
- The Armed Forces
- Law
- Diplomacy
- Government



**Timetable**

Lessons	Course	Time
1 & 2	Business Communication	9.15-10.45
3 & 4	Business Communication	11.05-12.35
5 & 6	One-to-One	14.00 - 15.30
7	One-to-One	15.45 - 16.30

**Executive Homestay Accommodation**

Accommodation will be with one of our experienced British host families and executive families offer a higher standard of accommodation. Staying with a host family gives the opportunity to practise what has been learned during the day and absorb English expressions, which only occur in the home or family. Accommodation will provide a single room with half board during the week and full board at the weekend.