



# BUSINESS ENGLISH GROUP CLASSES

We are offering a series of Business English Group Classes in our offices. Participants develop the business vocabulary and skills in reading, writing, listening and in particular speaking business English. The sessions are interactive, practical and based on realistic professional scenarios.

## ADVANCED BUSINESS ENGLISH – C1 TUESDAY EVENING

OPTION 1

<b>Duration</b>	10 sessions of 90 minutes
<b>Timetable</b>	1 course per week
<b>Hours</b>	19h00 to 20h30
<b>Start</b>	02.05.2017
<b>End</b>	04.07.2017

## SATURDAY MORNING

OPTION 2

<b>Duration</b>	10 sessions of 90 minutes
<b>Timetable</b>	1 course per week
<b>Hours</b>	10h00 to 11h30
<b>Start</b>	06.05.2017
<b>End</b>	08.07.2017

## INTERMEDIATE BUSINESS ENGLISH – B1/B2 MONDAY EVENING

OPTION 1

<b>Duration</b>	10 sessions of 90 minutes
<b>Timetable</b>	1 course per week
<b>Hours</b>	19h00 to 20h30
<b>Start</b>	24.04.2017
<b>End</b>	26.06.2017

## WEDNESDAY EVENING

OPTION 2

<b>Duration</b>	10 sessions of 90 minutes
<b>Timetable</b>	1 course per week
<b>Hours</b>	19h00 to 20h30
<b>Start</b>	26.04.2017
<b>End</b>	28.06.2017

### COURSE CONTENT

- Describing your organization
- Describing your skills & experience
- Communicating via the telephone, e-mail, in meetings
- Financial English
- Managing/working with people
- The language of planning and project management
- Negotiations skills
- Business ethics
- The language of marketing
- Working across cultures/small talk
- Giving feedback and managing problems
- Writing reports/presentations
- Risk
- Business administration
- Describing change

### FEATURES

- Mini groups (4-6 people)
- Similar language levels
- Shared objectives

### REGISTRATION

Email: [toby@tlp.lu](mailto:toby@tlp.lu)  
 Phone: +352 26 15 67 91  
 Mobile: +352 691 80 55 80

### PRICE

257,50€ (VAT 3% Incl.)