



# The Language Partnership

*English for Finance*



Our flexible solutions for your business English needs



## Individual & group courses

We offer 'face to face' and online courses for individuals or groups.



## E-Learning

We propose courses online with the software Adobe Connect Meetings. These courses are available for individuals or groups.



## Bite Sized Learning

Bite Sized Learning is a half hour lesson designed to meet the needs of the busy professional. This is offered online.



## Blended-Learning

We offer a combination of 'face to face' courses and online lessons.

The course has been designed for people actively engaged in the finance sector. The course focuses on two core competences: language knowledge and communication skills. Participants develop the specialist language to be accurate in a range of contexts while they become more effective in professional situations.

### Finance vocabulary

- Making investment decisions
- Financial strategy and financing the business
- Financial statements, the vocabulary of ... financial statements, assets and liabilities, ... tangible and intangible assets
- The role of the accountant, the role of the chief ... financial officer, the treasury function
- Sales growth, profit margins, the structure of ... costs, measuring cash flow
- Measuring solvency and describing ... financial structures
- Measuring profitability, return on invested ... capital

### Wider vocabulary

- Describing the wider economy, different types of ... business and commercial activity
- Developing a business plan, requirements, ... forecasting sales and costs, describing risk, ... competitive advantage, best and worst scenarios

### Communication skills

- Team working
- Business small talk
- Delivering presentations
- Making recommendations
- Speaking on the telephone
- Participating in negotiations
- Writing e-mails and business letters
- Expressing agreement or disagreement
- Defining objectives and making decisions
- Developing reports, proposals
- Preparing, managing and participating in ... meetings

### Your job

- Preparing for a job interview
- Planning, managing your schedule
- Describing your values and learning styles
- Describing your job and your organisation
- Developing your CV, covering letter and application form