



Study Business English to help you get ahead in the workplace.

This specialised 20 hours/week course focuses on the language most commonly used in the corporate world. Through working on a range of relevant business-oriented topics, you will be better prepared for the working world, have better understanding of the Australian work environment, and improve your overall English level.

Course topics include:

- Companies and Leadership
- Strategy and Pay
- Development and Marketing
- Outsourcing and Financing
- Recruitment and Effective Presentations
- Counterfeiting and Markets
- Lobbies and Communication
- Innovation and Logistics

Here is an example of what you will learn in one week:

Topic	Companies & Leadership
Career skills	Use common phrases to talk about your job; learn how to use language for effective communication, i.e. how to make employees/co-workers feel respected and included to ensure effective and timely completion of tasks.
Speaking	Talk about different business structures and express your opinions on them; discuss ways in which successful leaders earn respect; use softening phrases to approach confrontational situations.
Reading	Read an article about developments that threaten the survival of traditional companies and characteristics of different corporations; read an article and learn about different company structures; read about motivation techniques and tactics in leadership.
Listening	Listen to people talk about their jobs; listen to a manager of a company and his opinion on what good leadership is.
Writing	Write a job profile; write a formal e-mail.
Vocabulary	Learn and use vocabulary to describe different types of companies; learn and use business collocations.
Grammar	Use present simple and continuous to talk about changes in corporate structures; use articles to talk about a different management approach.

SAMPLE TIMETABLE (Subject to change)

MONDAY-THURSDAY

8:30AM-2:30PM

Entry requirement: Upper-Intermediate level

Length: 4 weeks - See Start Dates page for intakes

START DATES AND QLD PUBLIC HOLIDAYS

2020



2021



Month	M	T	W	T	F	S	S
JANUARY	6	7	1	2	3	4	5
FEBRUARY	3	4	5	6	7	8	9
MARCH	2	3	4	5	6	7	8
APRIL	6	7	8	9	10	11	12
MAY	4	5	6	7	8	9	10
JUNE	1	2	3	4	5	6	7
JULY	6	7	8	9	10	11	12
AUGUST	3	4	5	6	7	8	9
SEPTEMBER	7	8	9	10	11	12	13
OCTOBER	5	6	7	8	9	10	11
NOVEMBER	2	3	4	5	6	7	8
DECEMBER	7	8	9	10	11	12	13
JANUARY	4	5	6	7	8	9	10
FEBRUARY	1	2	3	4	5	6	7
MARCH	1	2	3	4	5	6	7
APRIL	5	6	7	8	9	10	11
MAY	3	4	5	6	7	8	9
JUNE	7	8	9	10	11	12	13
JULY	5	6	7	8	9	10	11
AUGUST	2	3	4	5	6	7	8
SEPTEMBER	6	7	8	9	10	11	12
OCTOBER	4	5	6	7	8	9	10
NOVEMBER	1	2	3	4	5	6	7
DECEMBER	6	7	8	9	10	11	12

"If the start date falls on a public holiday, the course will start on the following working business day. The Cambridge exam dates for 2021 have not yet been published - the proposed start dates for 2021 are subject to change, and will be confirmed once the official exam dates are released by the Cambridge Testing Centre."

- Queensland Public holidays
- General English start dates
- Cambridge FCE start dates
- Cambridge CAE start dates
- Level up week
- Certificate IV in TESOL start dates
- Business English start dates
- School closed - Xmas holiday
- School closed - Staff training day



*Subject to change