

Effective Presentations I



Why should I do this course?

By attending this course you will learn the basics of giving presentations in English. By the end of the seminar, you will be able to give a simple presentation with confidence and will be able to deal with a range of aspects which arise during the course of a presentation.

How long will it take?

Two days is ideal but the course can be adapted to meet your needs.

What will I do?

- Introducing your presentation
- Structuring your presentation
- Using the right tenses during your presentation
- Describing your job
- Describing your company including its structure and organisation, its strengths and its Unique Selling Point
- Describing facts and figures
- Using visual aids and describing graphs
- Using your body and voice effectively

Recommendations

The course is most effective for participants who have reached a pre-intermediate or intermediate level of English.

This course is recommended for anyone who needs to present information in a basic way at conferences, meetings or in any other business settings.

How will I do it?

You will:

- focus on the key elements of a presentation
- use modern communicative language learning methods
- look at a wide variety of language functions
- practice presentation skills using the language necessary for performing these skills
- analyse case studies
- participate in active role plays
- offer peer support
- be given the opportunity to evaluate your own performance
- receive constant trainer support and feedback

Highly recommended for managers, executives, and anyone who needs to give presentations to clients, to colleagues, and to senior management.

Price

35,000 CZK per day/group

Effective Presentations II



Why should I do this course?

By attending this course you will not only develop and improve your presentation skills in English but will also learn techniques which will be invaluable to you in your mother tongue. By the end of the seminar, you will be able to give an effective presentation with confidence and will be able to deal with a wide range of aspects which arise during the course of a presentation.

What will I do?

You will cover the following areas:

- starting your presentation
- structuring and linking ideas
- using the right kind of language
- formal versus informal language
- using body language for maximum effect
- developing and using visual aids
- making recommendations
- summarising and concluding your presentation
- dealing with questions and hostile audiences

How will I do it?

You will:

- focus on the key elements of a presentation
- look at a wide variety of language functions
- use modern communicative language learning methods
- practice authentic presentation skills using the language necessary for performing these skills
- analyse case studies through visual and audio aids
- participate in active role plays
- offer and receive peer support
- be given the opportunity to evaluate your own performance as participants are videoed during the course to assist them in assessing themselves.
- receive constant trainer support and feedback

How long will it take?

Two and a half days is ideal but the course can be adapted to meet your needs.

Recommendations

This course is recommended for anyone who needs to present information in an effective way at conferences, meetings or in any other business settings.

Highly recommended for managers, executives, and anyone who needs to give presentations to clients, to colleagues, and to senior management.

The course is most effective for participants who have reached an upper-intermediate level of English or above.

Price

35,000 CZK per day/group

Effective Meetings I



Why should I do this course?

By attending this course you will learn the basics of holding meetings in English. By the end of the seminar, you will be able to participate in simple meetings with confidence and will be able to deal with a range of aspects which arise during the course of a meeting.

How long will it take?

Two days is ideal but the course can be adapted to meet your needs.

What will I do?

- Greetings and introductions before a meeting
- Opening and chairing a meeting
- Expressing opinions
- Agreeing and disagreeing
- Making suggestions and proposals
- Talking about the advantages and disadvantages of proposals and suggestions
- Talking about the consequences of decisions
- Making comparisons
- Closing a meeting
- Taking minutes

Recommendations

The course is most effective for participants who have reached a pre-intermediate or intermediate level of English.

This course is recommended for anyone who needs to participate in internal and external meetings.

Highly recommended for managers, executives and anyone who participates in formal and informal meetings with colleagues, senior management and clients.

How will I do it?

You will:

- focus on the key elements of a meeting
- use modern communicative language learning methods
- look at a wide variety of language functions
- practice meeting skills using the language necessary for performing these skills
- analyse case studies
- participate in active role plays
- offer peer support
- be given the opportunity to evaluate your own performance
- receive constant trainer support and feedback

Price

35,000 CZK per day/group

Effective Meetings II



Why should I do this course?

By attending this course you will not only develop and improve your meeting skills in English but will also learn techniques which will be invaluable to you in your mother tongue. You will be able to participate in an effective meeting with confidence and will be able to deal with a wide range of aspects which arise during the course of a meeting.

How long will it take?

Two and a half days is ideal but the course can be adapted to meet your needs.

What will I do?

- Key features of an effective meeting
- Different types of meetings
- Chairing and opening a meeting (objectives, roles, procedures)
- Eliciting and expressing ideas
- Making suggestions
- Interrupting and managing interruptions
- Active listening techniques
- Obtaining consensus and making difficult decisions
- Ending a meeting effectively

Recommendations

The course is most effective for participants who have reached an upper-intermediate level of English or above.

This course is recommended for anyone who needs to participate in internal and external meetings.

Highly recommended for managers, executives and anyone who wants to participate effectively in formal and informal meetings with colleagues, senior management and clients.

How will I do it?

You will:

- focus on the key elements of a meeting
- look at a wide variety of language functions
- use modern communicative language learning methods
- practice authentic meeting skills and use the language necessary for performing these skills
- analyse case studies through visual and audio aids
- participate in active role plays
- offer peer support
- be given the opportunity to evaluate your own performance. Participants will be videoed during the course to assist them in assessing their performance.
- receive constant trainer support and feedback

Price

35,000 CZK per day/group

Effective Negotiations I



Why should I do this course?

By attending this course you will learn the basics of negotiating in English. By the end of the seminar, you will be able to participate in simple negotiations with confidence and will be able to deal with a range of aspects which arise during the course of a negotiation.

How long will it take?

Two days is ideal but the course can be adapted to meet your needs.

What will I do?

You will cover the following areas:

- The differences between good and bad negotiations
- Negotiating across cultures
- Welcomes, introductions and effective small talk at the beginning of a negotiation
- Setting the agenda
- Making and rejecting suggestions
- Agreeing and disagreeing
- Avoiding conflict
- Using diplomatic language
- Talking about the possible consequences of suggestions
- Bargaining

Recommendations

The course is most effective for participants who have reached a pre-intermediate or intermediate level of English.

This course is recommended for anyone who needs to participate in internal and external negotiations.

Highly recommended for managers, executives, and anyone who wants to participate in negotiations with colleagues, senior management and clients.

How will I do it?

You will:

- focus on the key elements of a negotiation
- use modern communicative language learning methods
- look at a wide variety of language functions
- practice negotiating skills using the language necessary for performing these skills
- analyse case studies
- participate in active role plays
- offer peer support
- be given the opportunity to evaluate your own performance
- receive constant trainer support and feedback

Price

35,000 CZK per day/group

Effective Negotiations II



Why should I do this course?

By attending this course you will not only develop and improve your negotiating skills in English but will also learn techniques which will be invaluable to you in your mother tongue. You will be able to negotiate effectively and confidently and will be able to deal with a wide range of aspects which arise during the course of a negotiation.

How long will it take?

Two and a half days is ideal but the course can be adapted to meet your needs.

What will I do?

You will cover the following areas:

- getting started and making a good impression
- setting the agenda
- outlining the aims of the negotiation
- clarifying the aims of both negotiating parties
- dealing with conflict
- making and responding to proposals
- bargaining
- concluding and reaching agreement

Recommendations

The course is most effective for participants who have reached an upper-intermediate level of English or above.

This course is recommended for anyone who needs to participate in internal and external negotiations.

Highly recommended for managers, executives, and anyone who wants to participate effectively in negotiations with colleagues, senior management and clients.

How will I do it?

You will:

- focus on the key elements of a negotiation
- use modern communicative language learning methods
- look at a wide variety of language functions
- practice authentic negotiating skills using the language necessary for performing these skills
- analyse case studies through visual and audio aids
- participate in active role plays
- offer peer support
- be given the opportunity to evaluate your own performance. Participants will be videoed during the course to assist them in assessing their performance.
- receive constant trainer support and feedback

Price

35,000 CZK per day/group

Effective Business Writing



Why should I do this course?

By attending this course you will develop and improve your business writing skills. You will be able to communicate effectively and confidently in English and will be able to use a wide range of writing styles at the end of the course. The course gives an overview of the various types of writing required in business situations and offers participants an opportunity to develop their written skills both for internal and external correspondence.

What will I do?

Formal business letters for external communication:

- Letters of Enquiry
- Replying to Letters of Enquiry
- Letters of Complaint
- Letters of Apology
- Using formal business language

Memos

- The structure of memos
- Using the right kind of language for upward, horizontal or downward communication

Emails

- The style of emails
- Using the right kind of formal or informal language

Report writing

- Summarising information
- Using discourse connectors (however, therefore, yet etc.,)
- Structuring arguments
- Using the right kind of language
- Punctuation practice

How will I do it?

You will:

- focus on the key elements of business correspondence
- use modern communicative language learning methods
- look at a wide variety of language functions and the appropriateness of using them in internal and external correspondence
- analyse case studies
- do authentic writing exercises using role plays
- be given the opportunity to evaluate your own performance
- offer peer support
- receive constant trainer support and feedback

How long will it take?

Two and a half days is ideal but the course can be adapted to meet your needs.

Recommendations

The course is most effective for participants who have reached an intermediate level of English or above.

This course is recommended for anyone who needs to write in a business setting.

Highly recommended for secretaries, executives and anyone who wants to write more effectively.

Price

35,000 CZK per day/group

Effective Telephoning



Why should I do this course?

By attending this course you will develop and improve your telephoning skills in English. You will be able to hold a successful telephone conversation with confidence and will be able to deal with a wide range of situations which may arise during the course of a telephone call.

How long will it take?

Two days is ideal but the course can be adapted to meet your needs.

What will I do?

During the course you will learn how to:

- Explain the purpose of a call
- Leave and take messages
- Field calls
- Make arrangements
- Deal with problem calls
- Listen actively
- Use your voice effectively

Recommendations

The course is most effective for participants who have reached an intermediate level of English or above.

This course is recommended for anyone who uses the telephone at work.

How will I do it?

You will:

- focus on the key elements of telephone conversations
- use modern communicative language learning methods
- look at a wide variety of language functions
- practice authentic telephoning skills using the language necessary for performing these skills
- analyse case studies
- actively participate in role plays
- offer peer support
- receive constant trainer support and feedback
- be given the opportunity to evaluate your own performance as participants will be recorded during the course to assist them in evaluating themselves

Highly recommended for secretaries, receptionists, executives and anyone who wants to use the phone more effectively in the workplace.

Price

35,000 CZK per day/group

Financial English



Why should I do this course?

You will cover a wide range of areas within the world of finance. The course will give you a better understanding of this specialised field and will enable you to function more effectively within it. You will have a good foundation in Financial English by the end of the seminar.

How long will it take?

Two days is ideal but the course can be adapted.

What will I do at the seminar?

You will cover the following areas:

- An introduction to Finance
- The Stock Market
- Accounting and Financial Statements (annual reports, profit and loss statements)
- Cash flow problems
- Mergers, takeovers and acquisitions
- Accounting and Ethics
- Financial Analysis

Recommendations

The course is most effective for participants who have reached an upper-intermediate level of General English or above, although material can be adapted to meet the needs of lower levels.

This course is recommended for executives and anyone else who wants to find out more about the World of Finance.

How will I do it?

You will:

- focus on the key elements of Financial English
- look at a wide range of language areas
- use modern communicative language learning methods
- look at the language using audio and authentic aids
- participate in active role plays which will consolidate all the areas covered during the seminar
- offer and receive peer support
- evaluate your own performance as participants are encouraged to assess themselves
- receive constant trainer support and feedback

Price

35,000 CZK per day/group

English For Secretaries and Receptionists



Why should I do this course?

By attending this course you will not only develop and improve your secretarial skills in English but will also learn techniques which will be invaluable to you in your mother tongue. You will be able to function effectively in the workplace and will be able to deal with a wide range of aspects which arise during the course of your job.

How long will it take?

Two days is ideal but the course can be adapted to meet your needs.

What will I do?

You will cover:

- Telephone skills
- Writing memos
- Writing minutes
- Writing emails
- Writing letters of complaint and apology
- Making arrangements and organizing conferences
- Taking dictation

Recommendations

The course is most effective for pre-intermediate and intermediate students but the course can be adapted to meet your needs.

This course is recommended for secretaries and receptionists who would like to function more effectively in the course of their job.

How will I do it?

You will:

- focus on key elements of the language needed by secretaries and receptionists
- use modern communicative language learning methods
- practice the language in authentic work situations
- focus on using the right language
- analyse case studies
- actively participate in role plays
- offer peer support
- receive constant trainer support and feedback
- be given the opportunity to evaluate your own performance as participants will be recorded during the course to assist them in evaluating themselves

Price

35,000 CZK per day/group