

Business English: Preparation for the Cambridge Business English Certificate (BEC)

Friday, 12.00 - 13.30 h

Teacher

Experienced teacher for adults and Business English, native speaker

Contents

- Ø Listening & speaking: normal business activities such as interviews, meetings, telephone conversations or negotiations
- Ø Reading: business letters, e-mails, reports, articles, information on the internet etc.
- Ø Writing: examples of business writing (reports, letters, e-mails & proposals)

Course Book

Benchmark

Required Pre-knowledge

Pre-Intermediate / Intermediate level(B1)

Dates

4th term 2008

October	November	December	
03 / 10 / 17 / 24 / 31	07 / 14 / 21 / 28	05 / 12 / 19	

Place

Bayweg 9 (1st floor), 3123 Belp (next to Migros-roundabout)

Course Fees

The course fee is Sfr. 45.-- for a double lesson of 90 minutes, payable in advance for each term.

Your Advantage

- Ø Free use of the easy talk library
- Ø easy talk Movieclub, we show English spoken films with film previews in class