

GV Vancouver—English For Business Elective Schedule

	Session 1	Session 2
	Jan 16—Feb 10 May 8—June 2 Aug 28—Sept 22 Dec 18— Jan 14, 2018	Feb 13 - Mar10 June 5 - June 30 Sept 25—Oct 20
1:05am-2:10pm Mon-Thu	Navigating the Global World of Business	Meetings to Empower & Successful Negotiations
COFFEE BREAK		
2:25pm-3:30pm Mon-Thu	Wielding your Keyboard with Style & Effect	Attention-getting CVs & Confident Interviews
	Session 3	Session 4
	Mar 13—Apr 7 July 2—Jul 28 Oct 23—Nov 17	Apr 10—May 5 July 31—Aug 25 Nov 20—Dec 15
1:05am-2:10pm Mon-Thu	Be Your Own Boss: Becoming an Entrepreneur	Marketing for Impact
COFFEE BREAK		
2:25pm-3:30pm Mon-Thu	Engaging Clients with Effective Presentations	Confident Communication & Social Skills



Students must be at an Intermediate level of English (GV5) or have FCE, a TOEFL score 57-86 or IELTS band 5.5. All Business English Program students use Microsoft Office and the Internet in a fully-wired classroom.

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GV Vancouver - English for Business Elective Descriptions

Session 1

PM1 1:05-2:10pm **Navigating the Global World of Business**
Students will learn about and discuss various aspects of international business including trade agreements, project management, and the impact of cultural diversity. Language skills include: **writing** an international business proposal and project management plans, **practicing** meeting skills and presenting information for a multi-cultural audience.

PM2 2:25-3:30pm **Wielding Your Keyboard for Style and Effect**
Learn and **practice** how to write a variety of business correspondence including memos, e-mails, meeting minutes, press releases, reports and employment references. **The class will also include some grammar and overall writing remediation.**

Session 2

PM1 1:05-2:10pm **Meetings to Empower & Successful Negotiations**
Learn how to put together meeting agenda and to **write** meeting minutes which summarize the content. **Practice** the language structures and vocabulary used at meetings including one-on-one and group negotiations, meetings with colleagues (formal vs informal), customer service-related situations and others.

The class will also include speaking skills remediation for clear speech.

PM2 2:25-3:30pm **Attention-getting Resumes & Confident Interviews**
Students will learn how to **write** North American-style resumes (CVs) and cover letters for specific job applications. There will be **practice** of various interview situations including, in-person, one-on-one or group interviews, Skype and telephone interviews. There will be **discussion** of the expectations of the North American workplace and employers.

Session 3

PM1 1:05-2:10pm **Be Your Own Boss: Becoming an Entrepreneur**
Students will **discuss** the various aspects of setting up a new, small business including type of enterprise, location, financing, staffing, marketing and other administration needs and integrate this information into the **writing** of a

GV Vancouver - English for Business Elective Descriptions (Cont'd)

PM2 2:25-3:30pm Engaging Clients with Effective Presentations
Students will **learn and practice** the language structures and vocabulary used in making presentations in a variety of situations including sales, management meetings, and conferences. Using appropriate visuals, targeting your audience, and developing confident body language are also integrated into this class.
There will be some overall writing and speaking skills remediation.

Session 4

PM1 1:05-2:10pm Marketing for Impact
Discuss how marketing campaigns are put together for a variety of products and services as well as how different advertising media are used. Learn how to **write** a basic marketing plan. **Practice** participating in meetings and giving presentations for marketing situations.

PM2 2:25-3:30pm Confident Communication & Social Skills
Learn and practice the language structures and vocabulary needed in a wide variety of business social interactions such as: telephone conversations with colleagues, suppliers and clients; hosting out-of-town colleagues or clients, attending conferences and other aspects of business travel.
There will be overall speaking skills remediation for clear, confident speech.