

ENGLISH FOR BUSINESS PROGRAM  
GV Victoria

25 lessons per week (Full Time)  
Length: 2-12 weeks  
Minimum age: 18+

## DEVELOP YOUR ENGLISH FOR BUSINESS PURPOSES

THE ENGLISH FOR BUSINESS PROGRAM is aimed at preparing students for the world of business in which English skills have become the key to global communication. For students aspiring to a career in international business, or for business people advancing an existing career, a sound grasp of English is essential. Regardless of what your profession is, having English communication skills is a valuable asset. This program helps students develop their language abilities and become comfortable with an English speaking corporate environment.

In the English for Business Program, classes are normally small and students receive attention from the instructor to work on all the language skill areas—speaking, listening, writing, reading – with a business focus on a range of topics covered each session. Students receive coaching on common means of communication, such as face-to-face meetings, Power Point presentations, discussions and negotiations, sales pitches, telephone and video conferencing, email protocol, etc.

Join us to build your English language skills to communicate effectively in business contexts!

\*Entrance Requirement: Minimum GV 5

### GV ENGLISH PROGRAM SCHEDULE

20 Lessons	Monday - Friday
1st Morning Session	08:45 - 10:25 AM
Break	10:25 - 10:40 AM
2nd Morning Session	10:40 - 12:20 PM
Lunch Break	12:20 - 01:05 PM
25 Lessons (AM + 1 PM)	Monday - Thursday
PM Elective	01:05 - 02:10 PM

#### CORE TOPICS and ELECTIVES:

- > Goal Setting & Career Management
- > Business English in Action
- > Inter-cultural Communication for the Workplace
- > English for Customer Relations
- > Entrepreneurship: Marketing a Successful Start-up

### 2017 CLASS START DATES

Jan 16, Feb 13, Mar 13, Apr 10,  
May 08, Jun 05, Jul 04, July 31,  
Aug 28, Sept 25, Oct 23,  
Nov 20, Dec 18

\*Alternate start dates available. Please contact [victoria@gvenglish.com](mailto:victoria@gvenglish.com) for more information.

"GV Victoria was an amazing experience. The Business English Program is the best! The activities the school has after classes are really good for students, especially the conversation club. GV has nice staff, they are always ready to help you and the school is in an excellent location. GV Victoria was the best choice for me!"

Luisa Fernanda Gallego - Brazil

## ENGLISH FOR BUSINESS PROGRAM

Schedule 2017

STUDY BLOCK	DATES	8:45-12:20 (20 lessons/w)	PM ELECTIVE (5 lessons/w)
<b>Study Block 1</b>	Jan 16 to Feb 10	Entrepreneurship: Marketing a	Presentation Skills for Professionals
<b>Study Block 2</b>	Feb 14 to Mar 10	Intercultural Communication	Business English in Action
<b>Study Block 3</b>	Mar 13 to Apr 07	Goal Setting & Career	English for Customer Relations
<b>Study Block 4</b>	Apr 10 to May 05	Entrepreneurship: Marketing a	Presentation Skills for Professionals
<b>Study Block 5</b>	May 08 to Jun 02	Intercultural Communication	Business English in Action
<b>Study Block 6</b>	Jun 05 to Jun 30	Goal Setting & Career	English for Customer Relations
<b>Study Block 7</b>	Jul 04 to Jul 28	Entrepreneurship: Marketing a	Presentation Skills for Professionals
<b>Study Block 8</b>	Jul 31 to Aug 25	Intercultural Communication	Business English in Action
<b>Study Block 9</b>	Aug 28 to Sept 22	Goal Setting & Career	English for Customer Relations
<b>Study Block 10</b>	Sept 25 to Oct 20	Entrepreneurship: Marketing a	Presentation Skills for Professionals
<b>Study Block 11</b>	Oct 23 to Nov 17	Intercultural Communication	Business English in Action
<b>Study Block 12</b>	Nov 20 to Dec 15	Goal Setting & Career	English for Customer Relations
<b>Study Block 13</b>	Dec 18 to Jan 12	Entrepreneurship: Marketing a	Presentation Skills for Professionals

Goal Setting & Career Management (A)	Entrepreneurship: Marketing a Successful Start-up (B)	Intercultural Communication for the Global Workplace (C)
Learn the language to promote your personal strengths, values and goals while developing a traditional and digital portfolio in English.	Learn to write an English business plan, including market research and core marketing principles—brand identity, advertising, consumer profiling and trend analysis.	Improve your English and non-verbal skills for a variety of global business transactions, including written memos, emails, face-to-face meetings, and video conferencing.
English for Customer Relations: Face-to-face English communication and Business etiquette.	Presentation Skills for Professionals: Deliver a solid sales pitch and negotiate effectively in English.	Business English in Action: Local business case studies and digital video presentation.

### Global Village English Centre Victoria

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