

ENGLISH FOR BUSINESS PROGRAM

BEP-30: 30 Lessons Per Week (1 - 24 weeks)
Minimum Age: 18 years | All face-to-face & Online!

BOOST YOUR CAREER!

The ENGLISH FOR BUSINESS PROGRAM

prepares 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 path, a sound grasp of English is essential.

Regardless of what your profession is, having English communication skills is a valuable asset. The program helps students develop their language abilities and become comfortable with an English speaking work environment.

You will finish GV's Business English course as a confident communicator in any work-related situation.

A pathway to the University of Victoria's Diploma in Business Program (DBA) certificate is available to students who successfully complete GV's Business English program with a grade of 80% or higher and receive a letter of recommendation from the Director of Studies.

ENTRANCE LEVEL: Minimum GV 5+

BUSINESS ENGLISH PROGRAM SCHEDULE

30 LESSONS PER WEEK:

Monday - Friday	General English 08:45 - 12:20 PM, PST
Monday - Thursday	Business English electives Option 1: 01:05 - 02:10 PM, PST Option 2: 02:25 - 03:30 PM, PST

"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, Brazil

2021 CLASS START DATES

BEP-30:
Weekly intake, every Monday

*Please contact victoria@gvenglish.com for more information.



BEP-30 = GENERAL ENGLISH 20 - (08:45 - 12:20) + Business English (OP1 + OP2)

	Dates of 1-week Module	GV LIVE (Business English) OPTION 1 Classes, 5 LPW M-TH, 1:05-2:10pm (PST)	GV LIVE (Business English) OPTION 2 Classes, 5 LPW M-TH, 2:25-3:30pm (PST)
Workplace Communication	Sept. 20 - Sept. 23	Language for Phone Interactions	Cultural awareness
	Sept. 27 - Sept. 30	Email Communication – Writing Clearly and Concisely	Attention to detail
	Oct. 4 - Oct. 7	Email Etiquette / Using Indirect Language	Leadership
	Oct. 12 - Oct. 14	Language for Meetings	Habits
Interviews and Personal Portfolios	Oct. 18 - Oct. 21	Resume and Cover Letter Building	Self motivation
	Oct. 25 - Oct. 28	Recruitment and Career Management	Work ethic
	Nov. 1 - Nov. 4	Leveraging Social Media (LinkedIn)	Time management
	Nov. 8 - Nov. 11	Interview Tips	Goal planning
Marketing	Nov. 15 - Nov. 18	Introduction to Marketing Concepts	Communication
	Nov. 22 - Nov. 25	Advertising Techniques	Team work
	Nov. 29 - Dec. 2	Branding and Digital Marketing	Creativity
	Dec. 6 - Dec. 9	Influencer Marketing Project	Problem-solving skills

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Ethics	Dec. 13 - Dec. 16	Introduction to Ethics	Cultural awareness
	Dec. 20 - Dec. 23	Ethical Issues in the Workplace	Attention to detail
	Dec. 27 - Dec. 30	Corporate Social Responsibility	Leadership
	Jan. 3 - Jan. 6	CSR Project / Quality Control	Habits
Customer Relations	Jan. 10 - Jan. 13	Language for Small talk / Etiquette / Customer Interactions	Self motivation
	Jan. 17 - Jan. 20	Confirming Information / Handling complaints / Conflict Resolution	Work ethic
	Jan. 24 - Jan. 27	Negotiating / Numbers and Money	Time management
	Jan. 31 - Feb. 4	Offering Advice / Customer Service Interactions	Goal planning
Presentations	Feb. 7 - Feb. 10	Using powerful language / Sales Pitches	Communication
	Feb. 14 - Feb. 17	Body language / Vocal skills	Team work
	Feb. 21 - Feb. 24	Functions and Presentation Structure / Engaging your audience	Creativity
	Feb. 28 - Mar. 3	Presentation Project	Problem-solving skills