

KAPLAN INTERNATIONAL LANGUAGES PROGRAM

BUSINESS INTENSIVE

Set yourself apart from other candidates and develop English language skills that will help you effectively communicate a range of business topics in the workplace.



WHY CHOOSE THIS COURSE:

- Improve your general English language skills as well as learn specific communication skills for the workplace with practical projects and real-life scenarios
- Study a range of topics and concepts prevalent in the world of modern business
- Join a flexible program with frequent start dates and different course lengths to suit your needs
- Choose from a range of outstanding schools in stunning locations across the UK and USA and receive a Kaplan certificate at the end of your course to show prospective employers



COURSE START DATE

Study from 1-52 weeks, with courses starting every Monday (depending on location). US maximum 24 weeks



COURSE ENTRY LEVEL

Intermediate to Advanced *minimum of Higher Intermediate in the USA

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PROGRAM DETAILS

COURSE STRUCTURE

Your course will be made up of three main components:

1. English classes:

Our experienced team of teachers will focus your study on the essential language skills for business contexts

2. K+ (our blended learning system):

K+ sessions allow you to practise and develop what you have learnt in the classroom with tools such as K+ Learning Space, K+ Learning Clubs, and K+ Extra

3. Specific Skills:

These classes include a range of subjects to help you tailor your program to meet your specific language needs, whether that's a focus on writing or listening and speaking

Each week you will receive:

- 20 lessons of Business English (15 hours)
- Eight Specific Skills lessons (six hours)
- Seven sessions of K+ Learning Space, K+ Learning Clubs, and access to K+ Extra

© Total: 21 hours + 5.25 hours of K+ per week

COURSE LENGTH

Minimum one week. US maximum 24 weeks. 10 weeks required to complete curriculum

LESSON LENGTH

45-minute lessons

CLASS SIZE

Average 12 (Maximum 15)

MINIMUM AGE

16-years old

LOCATIONS

New York Central Park, Liverpool, London

SAMPLE CLASS TIMETABLE

Morning

CLASS: 08:45 – 10:15
CLASS: 10:15 – 10:30
CLASS: 10:30 – 12:00

Afternoon (Seasonal)

CLASS: 12:00 – 13:30
CLASS: 13:30 – 15:00
CLASS: 05:00 – 16:00

CURRICULUM*

Communication

Topics

Skill: Dealing with communication breakdown
Writing: Professional development
Vocabulary: Communication
Language review: Idioms

Building Relationships

Topics

Skill: Networking
Writing: Marketing
Vocabulary: Building relationships
Language review: Multi-words verbs

Job Satisfaction

Topics

Skill: Cold calling
Writing: Job applications
Vocabulary: Job satisfaction
Language review: Passives

Management Styles

Topics

Skill: Presentations
Writing: Report
Vocabulary: Management style
Language review: Text reference

Raising Finance

Topics

Skill: Negotiating
Writing: Emphasizing
Vocabulary: Finance
Language review: Dependent preposition

International Marketing

Topics

Skill: Brainstorming
Writing: International marketing
Vocabulary: International marketing
Language review: Noun compounds and noun phrases

Success

Topics

Skill: Negotiating
Writing: Follow-up
Vocabulary: Success
Language review: Present and past tenses

Risk

Topics

Skill: Reaching agreement
Writing: Health and Safety
Vocabulary: Risk
Language review: Noun compounds and noun phrases

Team Building

Topics

Skill: Resolving conic
Writing: Emai
Vocabulary: International marketing
Language review: Modal perfect

Customer Service

Topics

Skill: Active listening
Writing: Complaints
Vocabulary: Customer service
Language review: Gerunds