

## 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

## BUSINESS INTENSIVE



### 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+ Online, K+ Learning Clubs, and K+ Online 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+ Online, K+ Learning Clubs, and access to K+ Online 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: 5:00 – 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 styles

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 letters

Vocabulary: Success

Language review: Present and past tenses

### Risk

#### Topics

Skill: Reaching agreement

Writing: Health and Safety

Vocabulary: Risk

Language review: Adverbs of degree

### Team Building

#### Topics

Skill: Resolving conflict

Writing: Email

Vocabulary: Diplomatic language

Language review: Modal perfect

### Customer Service

#### Topics

Skill: Active listening

Writing: Complaints

Vocabulary: Customer service

Language review: Gerunds

*\*You will study a wider range of topics – this is just a sample.*

## KAPLAN INTERNATIONAL ENGLISH PROGRAM

# BUSINESS SUPPLEMENTARY / BUSINESS PART-TIME

Our Business Supplementary and Business Part-Time courses teach essential English language skills to help you communicate effectively in a range of business contexts.



### WHY CHOOSE THIS COURSE:

- You need to use English in business situations or with English-speaking colleagues
- You want to improve your general English language skills as well as learning specific communication skills for the workplace
- You want a flexible program with frequent start dates and different course lengths to suit your needs
- You want to receive a Kaplan certificate at the end of your course



#### COURSE START DATE

Study from 1–52 weeks, with courses starting every Monday (depending on location).

Please note: in the US / Canada, Business Supplementary is 10 weeks max and Business Part-Time is 12 weeks max.



#### COURSE ENTRY LEVEL

Intermediate to Advanced - minimum of Higher Intermediate in the USA and Canada

## BUSINESS SUPPLEMENTARY / BUSINESS PART-TIME



### PROGRAM DETAILS

#### COURSE STRUCTURE

Each week with our Business Supplementary course you will receive:

- 20 lessons of Integrated Skills (15 hours)
- 8 lessons Business English Specific Skills (6 hours)
- 7 lessons of Structured Study
- Access to K+ Online and K+ Online Extra
- Total: 26.5 hours per week

Each week with our Part-Time\* course you will receive:

- 20 lessons of Business English (15 hours)
- Access to K+ Online and K+ Online Extra
- Total: 15 hours per week

Classes can alternate between mornings and afternoons. Your exact timetable will depend on the school of your choice.

#### ENGLISH CLASSES

Our experienced team of teachers will focus your study on the four main language disciplines of reading, writing, listening and speaking. Your fluency and confidence will increase rapidly thanks to Kaplan's proven communicative teaching method.

#### K+(OUR BLENDED LEARNING SYSTEM)

Your K+ sessions will allow you to practise and develop what you have learnt in the classroom with K+ Online, K+ Learning Clubs, and K+ Online Extra

#### ADDITIONAL SUBJECT CURRICULUM

Your Business Supplementary / Business Part-Time electives include a range of subjects to help you communicate effectively in the workplace. Topics can include participation in meetings, writing skills in business situations and interview techniques.



#### NOTES

- Business Part-Time is offered at our New York school only

#### COURSE LENGTH

Minimum 1 week

#### LESSON LENGTH

45 minute lessons

#### CLASS SIZE

Average 12 (Maximum 15)

#### MINIMUM AGE

16 years old

#### LOCATIONS

Business Supplementary: All UK and Ireland, USA and Canada schools.

Business Part-Time: New York only