



Melbourne College
of English

BUSINESS ENGLISH COURSE



**Starting Dates in 2009: 5 Jan, 9 Feb, 16 Mar, 20 Apr, 25 May, 29 Jun, 3 Aug,
7 Sep, 12 Oct, 16 Nov**

Same price as GE and EFS

**Intermediate & Upper-Intermediate level
minimum 5 weeks, maximum 10 weeks in each level
(maximum 20 weeks in total)**

- Covers a range of business related topics such as Retailing, Marketing, Careers, Trade and Communications
- The opportunity to participate in business communication role plays eg; meetings, negotiations, interviews and telephone conversations
- Written communication skills e.g. CVs, reports, memos and letters
- Formal oral presentations
- Some preparation for the TOEIC exam
- Listening and reading for general and specific information using business materials
- Building vocabulary related to business
- Discussing issues concerned with international business and the work place

Note: This is an English Language course for the context of the broader Business environment, not a course teaching individuals about how to conduct business itself.

(All students must complete a pre-entry test and spaces are subject to availability)