



MLS Courses in Business English

The MLS Business English courses are designed for students aged 25 and above*, who are involved in the world of business.

These professional language training programmes will enable you to continue to improve your English language ability through the context of business language. You will also practise key skills that are needed in any business environment, such as negotiation and giving presentations. Our Business English courses provide ideal preparation for those intending to take Business English examinations, such as BULATS and BEC.

Those choosing the 30 lesson option will also benefit from general English language development at levels from Intermediate to Advanced.

** The course is delivered across three Elements of Study. The 10-lesson business skills element is specifically designed for those with a minimum age of 25. The 10-lesson business language and general English elements for the 30-lesson (IBE) and 40-lesson (SIBE) courses will be in mixed age classes at appropriate levels. Note: the average age at MLS in 2018 was 32 years, with a minimum age of 16.*

The study options are:

Business English (BE)	20 lessons (15 hours) weekly
Intensive Business English (IBE)	30 lessons (22.5 hours) weekly
Super Intensive Business English (SIBE)	40 lessons (30 hours) weekly

Minimum Age. 25 years

Course Length. 2-24 weeks

Minimum Entry Level. Intermediate (equivalent to CEFR B1/IELTS 4.0)

Course Objectives:

- * to improve your Business English skills so that the right balance of accuracy and fluency can be achieved*
- * to improve English language within the environment of living and studying in the UK*

Course Certification. Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:

MLS Certificate of Study and Report on language level

Business English Elements. The syllabus is organised in timetabled classes in distinct **Elements**. Students who choose the **BE** course will study two Elements (Element 5 and Element 6), while those who choose the **IBE** course will study three Elements (Elements 5, 6 and 3). Students who choose the **SIBE** course will study three Elements (Elements 5, 6 and 3) plus 10 lessons weekly of tailor made training (Element 9).

Element 5 – business language, enabling students to improve language ability through the context of business. Details of the modules and skills offered within Element 5 are shown on page 4 below.

Element 6 – business skills specifically designed for students aged 25 and above, selected by way of class negotiation, learning key skills needed in business, such as negotiation and giving presentations. Details of the modules and skills offered within Element 6 are shown on page 5 below.

Element 3 – develop your Listening, Speaking and Pronunciation skills (specific to your level) through study of Communication and Culture. Details of the modules and skills offered within Element 3 are shown on page 6 below.

Element 9 (SIBE course) – 10 lessons weekly of tailor made training, on a one-to-one basis, providing the opportunity to individualise the course to suit your specific professional needs.

Course Syllabus. For a typical weekly syllabus for Business English courses, see Page 3 below. You can also individualise your course through selection of additional Electives (see page 7).

Course Entry Dates. The course can be joined on most Mondays throughout the year (excluding UK public holidays).

Details of all MLS courses are available on our website at www.mls-college.co.uk.

*** Cambridge English Language Assessment**

Cambridge English Language Assessment examinations are the world's leading range of certificates for learners of English. MLS is an Authorised Examination Centre for Cambridge English examinations. Each year Cambridge English examinations are taken by over two million people, in 130 different countries. The examinations are well known for their high-quality assessment of real English, as used in everyday work, study and leisure situations. Cambridge English qualifications are widely recognised by employers and educational institutions worldwide.

Sample Weekly Syllabus

		Monday	Tuesday	Wednesday	Thursday	Friday
BE (20 lessons)	IBE (30 lessons)	SIBE (40 lessons)	Element 5 <i>business language</i>	Element 5 <i>business language</i>	Element 5 <i>business language</i>	Element 5 <i>business language</i>
			Element 6 <i>business skills (age 25+)</i>			
			Element 3 <i>English language (communication and culture)</i>			
			Tailor Made <i>one-to-one lessons (two lessons)</i>			

Element 5 – Business Language

In these lessons you will develop business vocabulary and study grammar in a business context (specific to your level). Element 5 can be used to help you prepare for a Cambridge BEC or BULATS examination. You will learn grammar and business vocabulary using the four skills: reading, writing, speaking and listening.

By the end of the course, you should be able to:

1. Use the following tenses and structures fluently and competently: present simple and continuous, past simple, future (present continuous, will, going to), present perfect (simple), passives – present and past simple, modals (obligation, permission, possibility), 1st and 2nd conditionals, comparative and superlative, reported speech and relative clauses.
2. Use vocabulary for main business fields: finance and investment, travel, employment, marketing and advertising.
3. Understand longer texts, notices and some authentic materials (eg routine letters/emails, reports and business articles) that consist mainly of high frequency, job-related language.

You will use a Business English course book (specific to your level) as well as other supplementary materials. Homework/self-study activities, review and course book based progress tests are part of the course.

Element 6 – Business Communication Skills (age 25+)

In these lessons you will develop Business Communication Skills.

Course content is selected from a variety of skills from the following modules:

module	EFFECTIVE PERSONAL DEVELOPMENT	EFFECTIVE BUSINESS SPEAKING	EFFECTIVE TEAM LEADERSHIP	EFFECTIVE CUSTOMER RELATIONSHIP	EFFECTIVE BUSINESS WRITING
skills covered	assertiveness	presentations	team building	maintaining customer relationships	writing reports
	problem solving	interviewing	performance appraisal	solving customer problems	writing emails
	stress management	presentations	planning	networking and building client contacts	writing formal business letters
	time management	negotiating	motivational skills	international business culture and etiquette	writing proposals
	setting objectives	participating in meetings	problem solving	interviewing	writing memos
	management	sales	chairing meetings		taking and writing minutes
	task prioritisation	telephoning	delegation		writing agendas
	team working				writing C.V.s

Element 3 – English Language

In these lessons you will develop your Listening, Speaking and Pronunciation skills (specific to your level) through study of Communication and Culture. You will do this by:

- practising functional language for real life situations, eg shopping, eating out, travelling, meeting new people
- listening to and discussing current event stories, world news, business topics and general interest topics
- discussing cultural topics (both British and other cultures)
- accessing online resources for listening and pronunciation

Speaking activities include discussions, role plays and presentations. Listening activities include listening to texts or videos for gist and specific information.

By the end of the course, you should be able to:

Listening:

1. Deal with a wider range of texts, including some TV and radio programmes on current affairs or topics of personal or professional interest.
2. Understand longer stretches of natural clear and continuous spoken English for the main idea and some specific information.
3. Develop listening strategies, such as prediction.

Speaking:

1. Enter unprepared into conversation on topics that are familiar, of personal interest or concerned with everyday life, eg family, hobbies, work, travel, and current events.
2. Express opinions, discuss and negotiate (to a limited extent).
3. Give short presentations, ask questions, and ask for further information in other presentations.

Pronunciation:

1. Speak with fairly fluent and clear pronunciation.
2. Use word and sentence stress to produce the right rhythm.
3. Use weak forms and contractions widely and confidently.

MLS teachers select course material from a range of sources including course book, authentic and online resources. Element 3 lessons additionally use level-specific listening and speaking tasks from internationally recognised EFL examinations at your level, while allowing for language systems development as appropriate. Homework/self-study and review activities are part of the course.

MLS Electives – Individualise Your Course

At MLS we understand that each student is different, and we can offer you the flexibility to adapt our courses to suit your individual needs. During your time at MLS we offer the possibility of upgrading your course to better fit your specific needs. You can do this by adding Electives (additional fees will apply). Electives allow you to add an extra 2 lessons per week (1.5 hours) of small group training (group size 1-4) to your course, enabling you to tailor your training to a specific area of interest or learning need. You can choose from the Electives below (these are some of the most popular Electives chosen at MLS) or tell us what you would like to study and we will agree a plan with you:

Elective	Sample Elective Content (for illustration purposes only)
General English	Additional focus on reading, writing, speaking or listening; additional grammar; English for a specific purpose ...
Exam Preparation	Focused preparation towards Cambridge English exams (KET, PET, CAE, FCE, CPE, IELTS), Business English exams (BULATS, BEC), or Legal English exams (TOLES)...
Business English	Focus on a specific area of business relevant to you; business skills such as negotiating, presenting, business writing, team working, problem solving, business culture and etiquette, networking, etc...
Marketing	Focus on specific areas of marketing relevant to you, such as digital marketing, customer relationships, competitive advantage, marketing research, the global marketing environment, branding, relationship marketing, etc...
Management	Focus on specific areas of management relevant to you, such as leadership and improving performance, human resource management, corporate social responsibility, sustainable development, business ethics, operations management, etc...
Legal English	Focus on specific areas of law relevant to you, such as company law, contract law, human rights and the law, intellectual property, the environment and the law, etc...
Financial English	Focus on specific areas of finance relevant to you, such as budgeting, cash flow and sales forecasting, sourcing of finance, crowdfunding, etc...
Medical English	Focus on specific areas of medical English relevant to you, such as communicating and dealing with patients, discussing and explaining diagnosis, communicating with health professionals and medical practitioners, reading and using medical documents, etc...
Hospitality and Tourism	Focus on specific areas of hospitality or tourism relevant to you, such as customer service, event management, quality management in business, marketing in hospitality and tourism, sustainable tourism, etc...
Other (please specify):	Please let us know what you would like to study and we will agree a training plan with you.