



LANGUAGE SCHOOLS

BUSINESS ENGLISH CERTIFICATE PROGRAM

AVAILABLE AT VANCOUVER TORONTO

BUSINESS ENGLISH MANAGEMENT (BEM)

- Improve your understanding of general business practices, business management, and human resources, travel, hospitality, and convention management
- Strengthen business writing, presentation, meeting and negotiation skills
- Open doors to the exciting industry of travel and hospitality management

ENTRY REQUIREMENT

ILSC Intermediate Level 3

PROGRAM LENGTH

Two Full-Time Intensive sessions

(30 Lessons*/Week)

* 1 lesson = 50 minutes

UPON COMPLETION OF THIS PROGRAM, STUDENTS HAVE THE OPTION TO CONTINUE WITH:

- Advanced ESL business courses
- Volunteer Internship Program (unpaid internships)
- Work Experience Program (paid internships)
- International Business Management Diploma at Greystone College of Business & Technology

Availability of course is subject to student enrollment.

Certificate completion may vary depending on student progress.

PROGRAM IS AVAILABLE AT

ILSC-Vancouver

ILSC-Toronto



SESSION ONE

AM

3 HOUR CLASS

PM

1.5 HOUR CLASS

REQUIRED COURSES

BUSINESS ENGLISH 3

AM

Practice speaking, reading and writing about business. Topics include marketing, resumé writing, job interview techniques and effective telephone communication.

BUSINESS WRITING SKILLS

PM

Gain skills in written communications, business proposals and writing for the web. You'll develop expertise in resumé and cover letter writing as well as report writing.

BUSINESS PRESENTATION SKILLS

PM

Master the essentials of effective presentations, building confidence in your ability to organize and deliver a speech in front of a business audience.

SESSION TWO

CHOOSE TWO OF THE FOLLOWING PM CLASSES

REQUIRED COURSES

BUSINESS MANAGEMENT AND HUMAN RESOURCES

AM

Advance your understanding of management standards and styles. Improve your knowledge of team building, time and stress management and gain a basic understanding of Human Resources.

LISTENING FOR PROFESSIONALS

PM

Increase your comprehension of business and academic English. You'll practice understanding spontaneous informal language as well as explanations of abstract and theoretical ideas.

BUSINESS CULTURE

PM

Improve your cross-cultural awareness, study world business etiquette, and learn how to employ humour in the workplace.

BUSINESS ENGLISH CAMBRIDGE

PM

Practice the relevant business skills needed to prepare for this High Intermediate exam and increase your professional chances in global job markets as well as opportunities to work abroad.

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