



LANGUAGE SCHOOLS

BUSINESS ENGLISH CERTIFICATE PROGRAM

AVAILABLE AT VANCOUVER TORONTO MONTREAL

HOSPITALITY MANAGEMENT PREPARATION (HMP)

- 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)
- Hospitality Management Diploma at Greystone College of Toronto
- Convention Management Diploma at Greystone College of Vancouver

Availability of course is subject to student enrollment.

Certificate completion may vary depending on student progress.

PROGRAM IS AVAILABLE AT

ILSC-Vancouver
ILSC-Toronto
ILSC-Montréal

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.

EVENT AND CONVENTION MANAGEMENT

PM

Increase your understanding of the event and convention industry and the English required for professional advancement in this challenging field.

SESSION TWO

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.

TRAVEL AND HOSPITALITY

PM

The tourism industry is one of the world's largest employers. This interactive course will help you master industry-related language skills. You'll gain an understanding of tourism marketing, hospitality, management, entertainment and promotions.

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.

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