



Course name: Business Speak: ESOL E1-L2

Course tutors: Angela Shafer/ Sally Doman / Lise Jones

How many weeks are the courses?

6

What are the dates of the courses?

2 courses every half term with options for distance learning:

- First half: Wed/Thurs 17th/18th Sept 08 to Wed/Thurs 22nd/23rd Oct 08
- Second half: Wed/Thurs 5th/6th Nov 08 to Wed/Thurs 10th/11th Dec 08

What are the days and times of the courses?

Beginners September start: Thursdays 1.30-4.30pm
Intermediate September start: Wednesdays 9.30am-12.30

Beginners November start: Wednesdays 9.30am-12.30
Intermediate November start: Wednesdays 1.30-4.30pm

Beginners Sept or Nov: Tuesday evenings 6-9pm
Intermediate Sept or Nov: Thursday evenings 6-9pm

What is the main qualification I will get?

Edexcel Literacy Level 1 or 2 (with option to take Numeracy Level 1 or 2)
OCR Literacy E1 – E3

Which subjects will I cover?

For Intermediate classes:

- Elements to a company
- Marketing your Product
- Working with a Budget
- Giving a Presentation
- Dealing with Customers
- Going for Promotion

**Beginners class curriculum under review*

What else could I do on the course?

You will develop your employability skills and your ability to work in a team and on your own initiative.

What will be expected of me during and after the course?

You are expected to attend every lesson and complete work given to you by the tutor in order to improve your English. After the course we may contact you to find out how your studies are going.

