

Target

This course has been designed for financial professionals currently working as auditors, accountants, finance managers and tax advisors who have at least an intermediate level of English. The seminar will give you the necessary background and specific English language knowledge to further your career, improve your skills and competencies, and enhance your confidence.

Content

All seminar sessions are based within a financial context and will extend your active vocabulary of both specific financial terms and more general business English. The key skills you will learn are:

- Dealing with Clients and Colleagues in English – aimed at developing communication skills and in particular how to alter the “tone” and “register” of what you say.
- Financial Reports – an in-depth study of writing and reading financial reports and other correspondence.
- Function and Form – specific areas of vocabulary and grammatical difficulties.
- Case Studies – we use realistic situations faced by finance professionals on a daily basis to extend your active and passive vocabulary and practice all four communication skills (reading, writing, speaking and listening).
- Effective Telephoning, Meetings and Conference Calls – analysing what causes problems in listening comprehension for the non-native speaker of English and how to overcome these difficulties.

These skills are developed using authentic case studies in areas such as Corporate Finance, Tax Regulations, Banking and Project Financing, Corporate Law and Governance, Mergers & Acquisitions, EU Regulations, and Capital Markets.

The content can be customised to your sector and professional role, and you are encouraged to bring and use real documents and correspondence during the course.

Delivery Options

There are 4 course options – individual, closed group, in-house and multi-channel. The lessons can be structured as an intensive five-day seminar or as a series of morning / afternoon / evening lessons.

In-house courses - We provide in-house training at your offices in Italy. A programme is agreed on in advance and our trainers will travel to you.

Individual intensive immersion courses - these courses consist of eight hours of training per day. Attending the course over two or three consecutive days is usually recommended, but training can be organised according to your schedule. You are able to book these at any time, subject to availability.

Closed intensive group courses - these are designed for small groups from the same company. You are able to book these at various times, subject to availability, at a range of locations.

Multi-channel learning - You are able to break down the training into its separate components which includes training, explanation sessions, reference materials and practice tasks. In addition you are able to have e-mail and telephone contact with your trainer. You work at your own pace and have regular face-to-face lessons to practise, apply and develop your English fluency.

Contact Details

Thank you for your time, and please don't hesitate to contact us should you require any further information.

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