

# Personalised Business English programmes



# Three examples

Our English courses are **always personalised**, we create tailor-made language programmes.

Generic courses waste time with unnecessary or irrelevant topics, but our custom-made courses are immediately applicable. Standardised courses are often boring, but personalisation means a more stimulating experience and higher motivation.

Below are 3 examples of customised course programmes that we have designed for our clients.

Imagine what we could create for you.

Week	Title	Content
1	Introduction	How to learn and good study habits Presentations and pronunciation warm-up
2-3	Business vocabulary review	Client documents, people and processes Case studies
4-5	Improving meetings	Expressions and diplomacy Accuracy and refining Role-play
6-8	Telephone & videocalls	Listening comprehension Role-plays and extension
9	Requests & emphasising	On the phone, by email and face-to-face Formality and expressions Role-plays
10-12	Numbers & trends	Vocabulary and expressions Analysis, explanation and extrapolation Field excursion or review of structures Role-plays
13-14	Improving business writing	Practice and review using client's examples Style and concision Mid-course review
15-16	Idioms & false friends	In business and social contexts Listening comprehension
17-18	Negotiations	Diplomacy and formality Conditionals Role-plays
19-22	Presentation skills	Selling an idea Structures, expressions and vocabulary Cultural and audience awareness Persuasion and voice projection Role-plays with video feedback
23-24	Strategy, leadership & management	Case studies Problem resolution Communication style and feedback
25	Review & test	Progress test, reflection and learning plan

Week	Title	Content
1	Introduction & learning habits	How to learn and good study habits Introduction and pronunciation warm-up
2-4	Business & product vocabulary	Expressions and building vocabulary Work processes and organisation Frequency adverbs and habits
5-6	Continuous activities	Describing actions and activities Role-plays
7-8	Functional vocabulary	Times, numbers and currency Descriptions and adjectives
9-10	Planning & scheduling	Asking questions Fluency practice Role-plays
11-13	Pronunciation	Correction, range of sounds and exercises Mid-course review
14-17	Telephone techniques	Answering and handling calls Making calls and enquiries Vocabulary and expressions
18-20	Writing & replying to emails	Phrases, vocabulary and expressions Feedback and correction of client documents
21-22	Requests & assistance	Advice and complaints Listening comprehension Fluency practice
23-24	Socialising	Vocabulary and expressions Talking about choices Listening comprehension Role-plays
25	Review & test	

## Lesson cycle:

First ½ language activation, listening comprehension & fluency

Second ½ business skills & confidence building

Each lesson starts with an activity to reinforce and revise the previous lesson

Simulations of each topic, referencing client examples

Homework approximately 1-2 hours per week

Week	Title	Content
1	You and your job, SWOT analysis	How to learn and good study habits Pronunciation warm-up Role play - comparing competitors
2	Financial vocabulary	Client documents for review and discussion Phrases and expressions
3-4	Opinions	Giving, asking, agreeing and disagreeing Listening comprehension Fluency practice
5-6	Pronunciation	Correction, range of sounds and flexibility Introduction to accents
7-8	Trends, graphs & numbers	Verbs, adverbs and adjectives Linking words and phrases Simulation with client examples and discussion
9	Prepositions	Place, movement, verb, adjective, noun + prepositions and noun phrases
10-12	Telephone & videocall skills	Key phrases using client examples Asking for repetition and clarifying Dealing with problems Conference call role-plays
13-15	Meetings	Opinions, clarifying, problem solving Leading a meeting Role-play with video feedback
16-17	Socialising & networking	Starting a conversation and making small talk Open and closed questions Conversational responses
18-19	HR & people management	Feedback and appraisals Conditionals Fluency practice
20-21	Business writing	Common mistakes, culture and style Information, action, help
22-24	Presentations	Sales and persuasion Dealing with problems and the unexpected Role-play with video feedback
25	Review & test	Progress test, reflection and learning plan

Our courses are always customised around you. Want to find out what we can create to meet your needs?

Contact us with no obligation, we will be happy to help you:

info@tjtaylor.net

+39 02 4300 19075

Find out more about TJ Taylor and our courses for professionals and companies by visiting our website:

[www.tjtaylor.com](http://www.tjtaylor.com)



Viale Bianca Maria 24, Milan 20129  
207 Regent Street, London W1B 3HH