

B U S I N E S S E N G L I S H

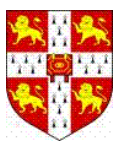
Do you need Business English for your job? This course will teach you
**ENGLISH FOR COMMERCIAL PRACTICE, OFFICE COMMUNICATION AND
INTERNATIONAL TRADE**

Course commences on: 10th January 2012

Duration: 22 weeks, 1 double lesson per week
Tuesdays 19.25 – 20.55
No lessons on 21.02.2012, not on 01.05.2012.

Course ends on: 19th June 2 0 1 2

Certification: Certificate of Attendance on completion of course and exam optional (= freiwillig):
Cambridge University Business English Certificate (BEC) inlingua Aachen ist anerkanntes Prüfungszentrum hierfür.



Number of students: Minimum 4, maximum 8

Fees: Enrollment fee € 20,--
Course fee for 11 weeks € 242,--

Contractual commitment:

MINDESTVERPFLICHTUNGSZEIT: 22 weeks

Exam optional

Teaching material € 71,--

Fees for Cambridge Exams:

BEC 1 (Preliminary) on 06.06.2012 € 140,--

BEC 2 (Vantage) on 07.06.2012 (Feiertag!) € 165,--

BEC 3 (Higher) on 05.06.2012 € 180,--

Oral Exam for all levels on 02.06.2012

Diese Termine wurden von Cambridge europaweit vorgegeben.

If you choose to take the exam you agree to have a photograph taken of you on the date of the exam.

Minimum standard required: Elementary (with approximately 4 years' basic knowledge)
More advanced students will be placed in a higher level group

Description of course: Acquisition and extension of business vocabulary and terminology

Emphasis on key functional areas of business interaction:
telephoning, meetings, socialising, presentations etc.

The programme is based on a carefully constructed grammatical syllabus

Letter writing, e-mails, memos

The course will be taught by **native speakers**

To make life easier just print out this information, a registration form is attached.