



About us

The English Institute is a college specialising in English language training with highly qualified and professional teachers.

The Academic Director, Graham Boardman, holds degrees in English from Sydney and London universities. His interests are Australian and Elizabethan Drama. His background is in English grammar. He was formerly Head of the School of Teaching and Curriculum Studies at the University of Sydney. Currently he teaches Australian literature to American undergraduates.

Our staff are all highly experienced in English as a second language teaching techniques. We provide a high standard of education and care with attention to individuals.

Our course

Classes will be in small groups, with both group and individual work. Role play will be used, with video equipment to film students for feedback. Constant feedback, continuous monitoring and assessment will be provided.

The English for Business Communication course at The English Institute is an English for special

purposes course. It prepares students for working in English in a business environment. Special programme is made for different business environments, for example, hospitality and aged care. English for academic purposes is also catered for.

Course length: 2 or 4 weeks
Contact hours: 20 hours of classroom lessons with 5 hours of supervised self-study after class per week.

Who is the course for?

Students who wish to

- continue in their current job with improved English language skills;
- improve their chances of finding a job in the future by improving their English language communication;
- better understand the language of the business world;
- enhance their understanding of their first language Business studies;
- be introduced to Business English for the first time.

Selected course

English for Business communication

Course features:

- 4 hours teaching per day
- Interesting and relevant topics
- Authentic business materials
- Realistic business situations
- Weekly team projects
- Individual presentations
- Role-plays
- Business-related excursions

Course contents:

Level	Elementary / Intermediate / Advanced
Course duration	2 or 4 weeks full time study
Modules	Effective Interpersonal communication Sales and marketing E-commerce Finance and Accounting International Business Customer Management Human Resources Management Change Management Risk Management

Fee

Per fortnight approximately AUD\$1500 per student.

Contact us

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"The English Institute offers leading and unique enhancement courses to all levels of students to develop their full potential in English."