



# English for Work



## Build your confidence and professional skills with English for Work

Prepare to excel in your career by building confidence in professional communication and correspondence through this specialised English course. You will focus on essential language skills for meetings, writing emails, and communicating confidently in a business environment. Topics include negotiating, management, branding strategies, project management, business ethics, and interview preparation.

Do you want to improve in your career or prepare for a new one? Our English for Work course will help you with the fluency, accuracy, and communication skills you need to succeed in today's global workplace.

### Assessment

- ✓ An entry test on arrival
- ✓ Continuous assessment via classwork and class assignments
- ✓ 4 weekly progress tests
- ✓ 4 weekly tutorials and progress reports
- ✓ Exit test

## Choose English for Work if you

- Are starting or advancing a career in an international environment.
- Require English language skills in your current job.
- Are changing careers and want to boost your resume.

### Level

Intermediate

### Course Duration

Maximum of 12 weeks (Toronto: 8)

### Lessons per week

**USA and Canada:** 24 lessons per week (20 General English + 4 English for Work); 18 hours

**UK, Malta, Dublin, Dubai:** 30 lessons per week (20 General English + 10 English for Work); 22.5 hours

### Students per class

15 maximum (Canada: 16, Malta: 14)  
EC Canada, on limited occasions, may reserve the right to teach classes up to a max of 18

### Lesson duration

1 lessons = 45 minutes

### Course start dates

Every Monday

### Available in

All locations



By the end of your time with EC you will have gained valuable business English skills that can be applied globally, helping you stand out in the competitive job market. If your goal is to work abroad in an English-speaking country or rise within your current role, our English for Work course will provide the tools you need to succeed. Students develop practical workplace

English skills including:

Writing professional emails Leading and participating in meetings Giving presentations in English Negotiating with clients and colleagues Interview preparation Networking and small talk Cross-cultural communication Business vocabulary for international workplaces Telephone and video call communication Writing reports and proposals

# What can you expect on this course?

## Intensive language learning

English for Work builds your General English skills and focuses specifically on workplace language. You'll gain the confidence to communicate fluently and accurately in any business setting through intensive practice in reading, writing, speaking, and listening. You will learn how to lead a meeting, deliver a presentation and network at a conference.

## Professional focus

As English continues to dominate the global business world, this course provides the language foundation for working internationally. You'll cover vital areas like leading meetings, giving presentations, project planning, and small talk, all crucial for advancing your career.

## Workplace English skills

Take the English for Work course at EC, and you'll be ready to seize global career opportunities. Our specialised teaching approach will give you the confidence to interact with colleagues, handle professional scenarios, and communicate clearly to achieve your business goals. No matter your industry, the English for Work course will prepare you for the modern global workplace. Improve your fluency, accuracy, and confidence in English.

## Additional focus on soft skills

In English for Work, you will also develop 'soft skills' essential for workplace success, such as explaining your opinions, making recommendations, and resolving conflict. Being able to use these skills are necessary for any English-speaking workplace and they are also useful for your personal life too!

## Reach Your Potential

Our English for Work course will help you unlock your full potential in the workplace. It will enhance your language skills, with a focus on English used in professional settings.

## True Language Immersion

You'll benefit from immersion in English, with guidance, monitoring, and feedback throughout. The course will improve your fluency and accuracy in all four language skills: listening, speaking, reading, and writing.

## English for Work is offered in these locations

Boston  
New York  
New York 30+  
San Francisco  
Los Angeles  
Toronto  
Toronto 30+  
Vancouver  
Vancouver 30+  
London  
London 30+  
Brighton  
Brighton 30+  
Manchester  
Dublin  
Dublin 30+  
Malta  
Malta 30+  
Cape Town  
Cape Town 30+  
Dubai

