

“I appreciated the professional and the individual approach at ETI ..”

**Petra Chaloupkova**  
Raiffeisenbank – Czech Republic

## Language and Communication Training

### Courses for Adults and Professionals

#### BUSINESS COMMUNICATION

To communicate confidently and effectively in English when working in an international context, you need a mix of English language competence and well-developed communication skills. English language competence gives you the confidence that you are using the language correctly; and communication skills allow you to build a better relationship with your clients and partners, and to increase your productivity. By following a Business Communication course, in a group or individually, you will develop your business English, your professional communication skills and your confidence.

#### OBJECTIVES

By following this course, you will:

- Gain confidence and improve your communication skills when presenting, participating in meetings, negotiating, telephoning and socialising in English
- Improve your language knowledge in grammar, vocabulary and pronunciation
- Develop your practical communication skills, such as active listening.



#### FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	B1 (Intermediate) – C2 (Proficiency)
Programme Options	<b>Mini Group:</b> 15 hours or 25 hours per week <b>Combination:</b> (Mini Group + Individual) 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15) <b>One-to-One (Individual Training):</b> 15 hours, 20 hours or 30 hours per week

*Note: One lesson is a full hour of training.*



## FLUENT ENGLISH

Fluent English is designed for adults who would like to improve their fluency around topics of general interest including current affairs, latest trends and customs. Training resources include multimedia and authentic materials for stimulating discussions. The course is developed around a range of topics of interest to the trainees.

### OBJECTIVES

By following this course, you will:

- Develop your fluency through discussion about current affairs and topics of general interest
- Improve your language knowledge in grammar, vocabulary and pronunciation
- Develop your practical communication skills, such as active listening
- Extend the skills you need to socialise and network more confidently.

Both courses can be taken in a group, as individual lessons or as a combination (Mini Group training and Individual training).

Training in Business Communication and Fluent English will help to develop interpersonal skills by improving:

- Effectiveness of communication
- Fluency of speech
- Accuracy of language

### FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	A2 + (Pre-Intermediate) – C2 (Proficiency)
Programme Options	<b>Mini Group:</b> 15 hours or 25 hours per week <b>Combination:</b> (Mini Group + Individual): 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15) <b>One-to-One (Individual Training):</b> 15 hours, 20 hours or 30 hours per week
	<i>Note: One lesson is a full hour of training.</i>

“Thanks to ETI, I had the opportunity to refresh my communication skills in English...”

**Uwe Kautz**  
BASF Group – Germany

## Individual Training

Individual training is ideal if you have specific learning objectives which you wish to achieve in the shortest time. Our one-to-one training sessions focus exclusively on your needs. Together with your trainer, you can focus on improving your professional communication skills, developing fluency, becoming more accurate and confident in your use of the English language. Individual training is available throughout the year at all language levels and you can choose the number of hours you wish to take. Individual training is recommended for trainees with a Beginner or Elementary level of English.

## Combination Training

The combination programmes are for those trainees who wish to combine individual training on specialist issues with real practice of their communication skills in small groups. On your first day of training, you will discuss your learning objectives with your trainer and agree on the course content. Your group trainer will define the group objectives for the group sessions and liaise with your individual trainer to ensure that you reach your specialist learning goals during your individual training sessions.

## Programme Options

- 15 hours group + 5 hours individual training per week
- 15 hours group + 10 hours individual training per week
- 15 hours group + 15 hours individual training per week

Both Business Communication and Fluent English are available as a combination course.

