



## ENGLISH FOR PRESENTATIONS, MEETINGS & NEGOTIATIONS: 2011

These highly intensive and individualised training programmes are designed for professionals and business people who need to be able to **MAKE EFFECTIVE PROFESSIONAL PRESENTATIONS and/or PARTICIPATE IN MEETINGS & NEGOTIATIONS** where English is the medium of communication.



### COURSE OBJECTIVES

The programme has two key objectives:

1. To develop the participant's skill, confidence and overall effectiveness in the above areas.
2. To help the participant to prepare for a specific and urgent future event; for example;
- One participant recently produced a detailed technical presentation for a conference of European delegates from a major telecommunications company.
- Another participant prepared thoroughly for negotiations with his Far Eastern counterpart on the standardisation of electronic specifications.

### COURSE DESIGN

The programme is based on a detailed assessment of the exact requirements and language level of the participant (which can take place in the participant's country, by fax or on arrival at LSI) and authentic documentation provided by the participant/company. The course materials have been developed and extensively tested in in-company training programmes all over the world.

### DURATION / TIMETABLE / PROGRAMME

Course duration is normally for 1 to 4 weeks. The programme is highly intensive and includes 25 contact hours plus 5 to 10 self-access study hours plus 7.5 hours social English over lunch per week plus optional evening social activities.

8:30 - 9:30	Self-study in Self-Access Centre and Language Laboratory	Period 1 with Morning Tutor
9:30 - 10:45		Morning Coffee Break
10:45 - 11:00		Period 2 with Morning Tutor
11:00 - 12:15		Lunch with Teacher
12:15 - 1:45		Period 3 with Afternoon Tutor (mini-group – max 4 participants)
1:45 - 3:00		Afternoon Coffee Break
3:00 - 3:15		Period 4 with Afternoon Tutor (mini-group – max 4 participants)
3:15 - 4:30		Optional Self-Access Study Evening Social Activity (Optional)
4:30 - 5:30		

### 1. MAKING PRESENTATIONS

Presentations are today a key element in international management communications. The LSI Presentation Skills programme provides in-depth coverage of the three key components (the three "P's"): Planning, Preparation and Performance.

The participant will learn how to:

- communicate with clarity and power by using language which is accurate in structure, suitable in style and appropriate in vocabulary
- develop effective strategies for planning and preparation
- design dynamic, presentation-enhancing visual aids
- employ effective body language and voice production techniques
- deal confidently with questions, objections and interruptions
- analyse and become sensitive to the needs, knowledge and expectations of an audience

### STUDY ACTIVITIES

The programmes are intensive, dynamic and realistic. As well as formal classroom teaching, study activities include role-play, case studies and simulations, video photography for error and performance analysis, authentic telephone and fax communication to collect data, language laboratory self-access study, and may also include industrial visits and meetings with local companies in similar fields.

Participants are assigned a series of tasks throughout the course which build up to a formal presentation in front of an audience -or- a simulated meeting/negotiation with other participants. This final performance is video-taped and a copy is presented to the participant together with the tutor's detailed analysis, assessment and recommendations.

Based on this analysis, participants are issued with reference and self-study materials with which to practise on their return home and for use in future work situations.

### 2. MEETINGS & NEGOTIATIONS

With the growing internationalisation of business and technology, an increasing number of meetings and negotiations take place in English between non-native speakers of the language. Effective language and organisational skills have therefore become vital.

On an LSI Meetings and Negotiations Course, the participant will cover three key areas:

**1. LANGUAGE SKILLS:** the course will focus on grammatical accuracy, suitable style, appropriate vocabulary and clarity in pronunciation. Key language functions introduced will include; stating objectives, presenting and manipulating numbers and graphs, expressing opinions, agreeing and disagreeing, balancing points of view, presenting options, making suggestions and recommendations, accepting and rejecting proposals, clarifying and confirming a negotiating position, making concessions, bargaining and mediating, summarising and concluding.

**2. ORGANISATIONAL SKILLS:** setting an agenda, designing a meeting checklist and action plan, selecting and controlling information content, producing effective visuals, arranging the meeting room, equipment and furniture, preparing a strategy for negotiation, acting as chairperson and organising minutes.

**3. COMMUNICATION SKILLS:** creating a positive atmosphere, being assertive not aggressive, demonstrating objectivity and diplomacy, being aware of cross-cultural sensitivities, adapting tone and formality to different personality types, avoiding misunderstanding and employing effective body language and voice production techniques.