



**MC Academy**  
English Language School

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## Business English Information Sheet

**Course:** Business English

**Entry Level:** Pre-intermediate to Upper Intermediate

**Hours offered:** 5 Business English + 15 - 20 hours of General English

**Is this course available online?** Yes

**Which school is this course available at?** MC Academy, Liverpool and MC Academy, Manchester

**Who do I contact to apply:** liv@themcademy.co.uk (LIV) **OR** info@themcademy.co.uk (MCR)

**What is the class size?** 16 students maximum

**Who is this course for?** This course is designed for students who can actively use the majority of grammatical structures in English and who can demonstrate their accuracy and fluency in the skills of reading, writing, listening, and speaking. Students at this level are also able to identify and produce texts of varying purposes and are aware of, for example, style, register, and genre. Students are likely to be those with a professional interest in business or those who are currently students of business and/or management.

### Course Objectives

1. Communicate effectively in business-oriented situations.
2. Express oneself in English with fluency, accuracy, and confidence.
3. Build confidence in various business contexts, including telephone and email communication, negotiation, socialising, and making presentations.

### Course Outline and Modules

#### Introductions and Course Overview

- **Topics:** Course outline and approach, participant introductions
- **Activities:** Ice-breaking activities, pre-course needs analysis
- **Skills:** Basic business communication, self-introduction

#### Meetings

- **Topics:** Asking for and giving opinions, turn-taking, listening skills, taking notes
- **Skills:** Diplomatic language (agreeing and disagreeing), effective participation in meetings
- **Activities:** Role-plays, listening exercises, note-taking practice

#### Telephone Skills

- **Topics:** Accents, intonation and meaning, making complaints by phone
- **Skills:** Handling business calls, understanding different accents
- **Activities:** Telephone role-plays, pronunciation practice

## Business Correspondence

- **Topics:** Business-specific phrases/idioms, taking notes/leaving memos, email conventions
- **Skills:** Writing emails, memos, and formal letters
- **Activities:** Writing exercises, email and memo drafting

## Making Presentations

- **Topics:** Linking ideas, clarity and clarification, effective introduction techniques
- **Skills:** Presentation skills, responding to questions/queries, concluding presentations
- **Activities:** Presentation practice, feedback sessions

## Negotiation

- **Topics:** Key negotiation language, phrases and vocabulary, negotiating with customers and suppliers
- **Skills:** Framing arguments, negotiating strategies
- **Activities:** Negotiation role-plays, vocabulary building exercises

## Reports

- **Topics:** Reporting information, skim/scan reading reports, writing reports
- **Skills:** Reading comprehension, report writing techniques
- **Activities:** Reading exercises, report writing practice

## Social English for Business

- **Topics:** Networking, register changes for different contexts, making “small talk”
- **Skills:** Socializing in business contexts, understanding business conventions
- **Activities:** Networking simulations, small talk practice

## Vocabulary for Business

- **Topics:** Collocations, advertising, problem solving, confusing vocab
- **Skills:** Vocabulary development, idiom and phrasal verb usage
- **Activities:** Vocabulary exercises, problem-solving tasks

## Grammar for Business English

- **Topics:** Tenses, active vs passive, modals, conditionals, relative clauses, linkers, article usage, prepositions
- **Skills:** Grammar accuracy in business contexts
- **Activities:** Grammar drills, sentence correction exercises

## Additional Features

- **Case Studies:** Analyzing various organizations, strategies for writing proposals
- **Social Business Situations:** Language and vocabulary, team management skills
- **Economic Discussions:** Ongoing news stories, intercultural business discussions
- **Flexible Content:** Adapting to emerging needs and on-going review and assessment

## Assessment

- **Quizzes:** Regular vocabulary, grammar, and comprehension quizzes
- **Assignments:** Written assignments on business-related topics
- **Presentations:** Oral presentations on business scenarios
- **Final Project:** Comprehensive business project incorporating course elements



## Teaching Methods

- **Interactive Lectures:** Introducing new concepts and vocabulary
- **Group Discussions:** Encouraging collaboration and application of new terms
- **Practical Exercises:** Reinforcing learning through hands-on activities
- **Role-Plays:** Simulating real-world business scenarios
- **Case Studies:** Applying concepts to real business cases

## Assessment

- **Ongoing Assessment:** Continuous evaluation through quizzes, assignments, and participation
- **Final Project:** Comprehensive project that integrates course learnings

This curriculum provides a structured yet flexible approach to mastering Business English, focusing on practical application in various business contexts.

**Note:** The course content is flexible and may be adjusted based on participants' needs and the evolving nature of the course.

To enquire about this course please contact [info@themcademy.co.uk](mailto:info@themcademy.co.uk) for Manchester and [liv@themcademy.co.uk](mailto:liv@themcademy.co.uk) for Liverpool.

**OR**

Complete an application form. And a member of our team will be in touch with you as soon as possible.

