

Interview skills

Do you want the job of your dreams? Do you want to be more confident in your next interview? Do you want to be able to answer even the difficult questions in English? Learn how to perform better at job interviews and have more confidence. The aim of this course is to give intensive training and practice for you to perform effectively in job interviews in English.

Syllabus: •Types of interview •Top ten tips for interview success •What to expect •Understanding interviews from the employer's side •Common interview questions •How to handle difficult questions •Understanding your strengths and weaknesses •Establishing Rapport with the interviewer(s) •Handling difficult interview situations •Effective Language •Handling nerves •Salary negotiation and terms •After the interview.

Business English

Includes professional or commercial communication skills, presentation skills, business negotiations and discussions, social English for professional or commercial purposes, making and receiving telephone calls in English, written communication - for example letters, faxes, emails and reports. Courses are offered to all levels - from beginner to advanced. Courses for beginner, elementary and pre-intermediate students typically include more General English study than courses for higher-level students.

Telephone English

Learn the common phrases that are used on the telephone. This course includes a number of methods to help you improve your telephoning skills. We will cover specific telephoning expressions and telephoning techniques to improve your confidence when telephoning. This is supplemented with lots of practical exercises and role plays to give you the confidence you need to speak on the phone in English. The course focuses on formal business telephone English but will also cover informal situations (phoning friends in other countries) and web conferencing if necessary.

Travel English

This course focuses on some basic functions that you may need when travelling to an English speaking country. Included are: *Making plans, *Booking a flight, *Hotel English, *Airport English, *Asking for Directions, *Making Introductions, *Restaurant English, *English for Shopping

Improve your spoken English!

This course contains a wide variety of interesting topics to discuss which are suitable for all levels. You will increase your fluency in English and also learn lots of new vocabulary, expressions and idioms related to each topic.