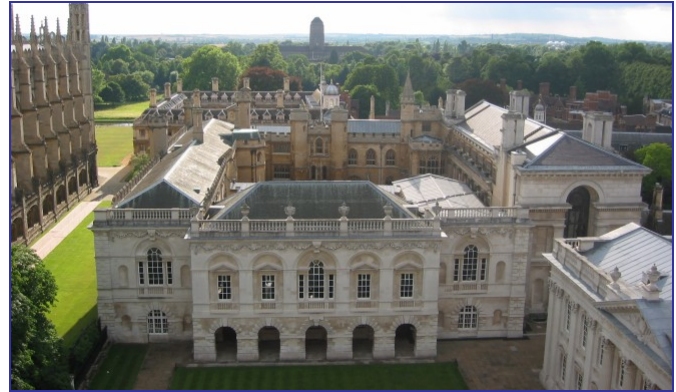




## Communicate in Business English 2012

Based in the ancient university city of Cambridge, MPL offers business English and other related courses. Cambridge is only one hour from London by train, and 30 minutes from London Stansted airport.

**Dates: weeks by arrangement**



**Cambridge University, Old Schools**

This is a one or two week small group course in business English plus more. It is designed for managers and project leaders from business and industry. Apart from improving your business English skills, you will gain useful training as to how to present business issues, and to discuss and negotiate in a professional way. The balance of components depends on the participants' needs.

### Three parts to the course (flexible)

Business English training

- Product and sector language
- Developments in the sector

Business performance training in English

- Presentation skills
- Discussion and negotiation skills



**The Gate of Honour**

Business activity training in English

- Writing skills
- Reading and listening skills

### Our trainers

Our trainers are all well qualified, both academically and professionally. We have business experience of working in companies, and we also hold relevant degrees and diplomas.

**Location: Pitt Building, Cambridge University Press (or other conference centre)**

### Fee (per week) & Logistics

1-1: 32,500 SEK/3,000 GBP

Group of 2: 20,000 SEK/1,900 GBP

Group of 3-5: 15,000 SEK/1,400 GBP

- 5 day course & materials
- 50 lesson hours (inc. breaks)
- Social programme
- Lunch and refreshments in conference centre, VAT
- Use of laptop, projector



**King's College**

Accommodation costs per night (guide):

Hotel: 1,300 SEK / 120 GBP

Family: 500 SEK / 45 GBP

#### Enquiry procedure

Email your enquiry	We confirm the course and arrangements
Logistics	We send the pre-course information
The course	We arrange everything
After the course	We provide follow-up training if needed

## COURSE CONTENT – MENU

- Performance and confidence
- Meetings practice
  - Presentations
  - Discussion and negotiation practice
  - Argumentation – putting your point across
  
- Business terminology
  - Main areas
    - Product and company description
    - Marketing terms
    - Financial and budget terms
    - HR terms
  
- General English support
  - Sessions on
    - Grammar
    - Vocabulary expansion
    - Pronunciation
  
- Social English
  - Sessions on
    - Polite language
    - Social situations
    - Functions (such as asking, agreeing, disagreeing)

## Clients & references

- SKF (Competence Centre, Sweden)
- Sandvik (Materials Technology, Tooling, Mining and Construction), Sweden and France
- Specma (La Tour Group)
- Electrolux (Sweden, Switzerland, Italy and Germany)
- Husqvarna (Estonia and Latvia)
- Storaenso (Sweden and Finland)
- Nordea (Corporate & Institutional Banking, Credit, Markets; Sweden)
- Santander Consumer Finance (Norway)

The MPL team

MARK PERKINS - Owner, MPL International

was educated at King's College, Cambridge University, where he read Classics as his first degree. He also has a Master's degree in General and Applied Linguistics from Exeter University and the Licenciate Diploma in Teaching English as a Foreign Language from Trinity College London. He began his teaching career in Italy as "Lettore" in the University of Bari, and followed this with three years in Prague, Czechoslovakia, as lecturer in English at the Charles University. His last post abroad was in Sweden, where he was head of teacher-training (EFL) at the Folk University of Sweden, Gothenburg. In Sweden he also taught business English in companies such as PKbanken, Volvo Car and SKF. Mark specialises in Financial English and Human Resources, and he has a particular interest in the European Union. He has been appointed Official Teacher on five intensive courses for Members of the European Parliament in Cambridge.

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JILL BUGGEY - Director of Studies

Jill has extensive experience of general English teaching, teacher-training and examining. For the past few years she has co-organised RSA Cert Tefla teacher-training courses and she is also an examiner and team-leader for the University of Cambridge Local Examinations Syndicate. Her overseas teaching experience includes two years in Greece and one in France. Jill has a BA in European Studies (French and Politics) from Bradford University, a Postgraduate Certificate in Education (English as a Second/Foreign Language), and a diploma in Commercial French from the University of Bordeaux. Jill has worked on materials development in the area of the public sector, including the structure and functions of local and central government.

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SARAH CHEDLOW - General and Specialist Teacher

Sarah has a BA degree from Manchester University where she read Italian. As a fully-qualified English teacher (RSA Diploma), she has worked overseas in Spain and France, where she was responsible for British Chamber of Commerce examination courses. Her UK experience includes a period with International House, London, where she was a teacher-trainer and Director of Studies. Sarah has also worked in Italy and Spain as Marketing and Sales Representative for Macmillan Publishers Ltd. At present Sarah is working on materials development in general English.

PAT SANDERS – General and specialist teacher

Pat studied French and German at Lady Margaret Hall, Oxford University. After Oxford, she became an account executive for a computer magazine for two years. She followed this with a five year period in IBM as a systems engineer and consultant. After further employment in the business world she returned to her interest in language and became qualified as a teacher of English (Cert Tefla) in 1997. She also has a diploma in the teaching of foreign languages (French and German) to English speakers. Pat joined MPL in March 1998 and apart from her teaching she organises the MPL materials bank on disc. In her own materials production she has concentrated on team building in the HR field.