



**IBS** | معهد الدراسات المصرفية  
INSTITUTE OF BANKING STUDIES

# **Business English Program**

7 May – 20 June, 2023



## Objective

The program will develop participants' English skills for Business in a wide variety of areas while improving their general English skills for communicative fluency and overall accuracy. The program will motivate participants by offering them the opportunity for long and short-term English development in a carefully graded, goal-oriented, learning context. This is a virtual training program.

## Contents

- Functional language in key contexts, for example, welcoming, greeting, agreeing, disagreeing, persuading
- Listening, speaking, reading, and writing development in a variety of business contexts
- Vocabulary, expressions, and practice of key business activities, e.g., negotiating, meetings, telephone calls, presentations.
- Language associated with company finance, investments, forecasting, graphs, and statistics.

## Methods

- Video, media, computer, and audio input
- Group, pair, and individual work
- A variety of business and some general writing, listening, speaking, reading and vocabulary building tasks

## Target Audience

- All staff who are required to use English for any aspect of their work and would like to improve their skills.
- Any individual wishing to improve their English and work towards a formal qualification Business English at Intermediate level and above.





## Duration

7 weeks, 48 hours, (Sundays, Tuesdays, and Wednesday) from 05:00 pm to 8:30 pm – Virtual

## Assessment

Attendance of 85% is required for award of the attendance certificate.

**English Language Placement Test will be held on: 1<sup>st</sup> May 2023.**

MODULE	EXAM/CERTIFICATE	EXAM DATE
Level 1	IBS Certificate	Tuesday 21/06/2023 
Level 2	IBS Certificate	Tuesday 21/06/2023 

=formal exam & certification available

## Deadline

Nomination Forms should be sent to the IBS before 19 April 2023.

Program fees KD 20/- per participant.

English placement test fees KD 10/- per participant.



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**For further inquiries, please contact:**

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