

**LSI**  
Education

PROFESSIONAL  
DEVELOPMENT  
PROGRAMME

# BUSINESS ENGLISH 20/30



## COURSE DESCRIPTION



English is the international language of business. We have therefore developed a special, flexible, 12 module course designed to rapidly improve your business communication skills.

Every 12 weeks, we recycle the modules with a fresh syllabus. This means students who wish to study longer and consolidate and expand their knowledge of a particular area, can do so without repeating any material.

In each module, through a combination of written exercises, presentations, dialogues and role-plays in realistic business situations, you will practice and improve your skills in: business vocabulary and “buzz words”, email, memo and letter writing, negotiating, interviewing and telephoning in English.

## BUSINESS ENGLISH 20

The **Business English 20** programme consists of 10 lessons of General English and 10 lessons of Business English.

### LESSON SCHEDULE



#### NEW YORK

Lessons are Monday to Friday  
 Lessons 1 & 2: 9:10AM - 10:50 AM  
 Lessons 3 & 4: 11:10AM - 12:50PM

#### TORONTO

Lessons are Monday to Friday,  
 Lessons 1 & 2: 9:30AM - 11:10AM  
 Lessons 3 & 4: 11:30AM - 1:10PM

#### VANCOUVER

Lessons are Monday to Friday,  
 Lessons 1 & 2: 9:00AM - 10:40 AM  
 Lessons 3 & 4: 11:00AM - 12:40PM

### COURSE DETAILS

<b>LESSONS:</b> 20 Lessons per week (16.7 hrs of teacher contact time)	<b>AGES:</b> 16+ years old	<b>MINIMUM LEVEL:</b> B1 Intermediate (B2+ recommended)	<b>LENGTH:</b> 1-12 weeks	<b>START DATE:</b> First Monday of each month	<b>CLASS SIZE:</b> Maximum 16 students
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FEES (PER WEEK)	1-3 WEEKS	4-11 WEEKS	12 WEEKS	REGISTRATION FEE
<b>NEW YORK</b> nyc@lsi.edu	\$500	\$480	\$460	USD \$185
<b>TORONTO &amp; VANCOUVER</b> tor@lsi.edu - van@lsi.edu	\$435	\$420	\$410	CAD \$185

*Promotional prices available. Contact us for information on special discounts.*

## BUSINESS ENGLISH 30

The **Business English 30** programme consists of 20 lessons of General English and 10 lessons of Business English.



### LESSON SCHEDULE

#### LONDON

Lessons are Monday to Friday  
Lessons 1 & 2: 9:15AM - 10:55AM  
Lessons 3 & 4: 11:20AM - 1:00PM  
Lessons 5 & 6: 2:00PM - 3:40PM

#### NEW YORK

Lessons are Monday to Friday  
Lessons 1 & 2: 9:10AM - 10:50 AM  
Lessons 3 & 4: 11:10AM - 12:50PM  
Lessons 5 & 6: 2:00PM - 4:10PM

#### TORONTO

Lessons are Monday to Friday  
Lessons 1 & 2: 9:30AM - 11:10 AM  
Lessons 3 & 4: 11:30AM - 1:10PM  
Lessons 5 & 6: 2:00PM - 4:05PM

#### BRIGHTON

Lessons are Monday to Friday  
Lessons 1 & 2: 9:00AM - 10:40AM,  
Lessons 3 & 4: 10AM - 12:50PM  
Lessons 5 & 6: 1:45PM - 3:50PM

#### BERKELEY & SAN DIEGO

Lessons are Monday to Friday  
Lessons 1 & 2: 9:10AM - 10:50 AM  
Lessons 3 & 4: 11:10AM - 12:50PM  
Lessons 5 & 6: 1:50PM - 4:05PM

#### VANCOUVER

Lessons are Monday to Friday  
Lessons 1 & 2: 9:00AM - 10:40 AM  
Lessons 3 & 4: 11:00AM - 12:40PM  
Lessons 5 & 6: 1:30PM - 3:45PM

#### CAMBRIDGE

Lessons are Monday to Friday  
Lessons 1 & 2: 9:00AM - 10:40AM  
Lessons 3 & 4: 11:00AM - 12:40AM  
Lessons 5 & 6: 1:40PM - 3:20PM

#### BOSTON

Lessons are Monday to Friday  
Lessons 1 & 2: 9:10AM - 10:50 AM  
Lessons 3 & 4: 11:20AM - 1:00PM  
Lessons 5 & 6: 1:30PM - 3:30PM

#### AUCKLAND

Lessons are Monday to Friday  
Lessons 1 & 2: 9:00AM - 10:45 AM  
Lessons 3 & 4: 11:10AM - 12:55PM  
Lessons 5 & 6: 1:45PM - 3:30PM

### COURSE DETAILS

LESSONS:	AGES:	MINIMUM LEVEL:	LENGTH:	START DATE:	CLASS SIZE:
30 Lessons per week (25 hrs of teacher contact time)	16+ years old	B1 Intermediate (B2+ recommended)	1-24+ weeks	Every Monday	Maximum 16 students

FEES (PER WEEK)	1-3 WEEKS	4-11 WEEKS	12-23 WEEKS	24+ WEEKS	REGISTRATION FEE
<b>LONDON, BRIGHTON &amp; CAMBRIDGE</b> admissions-uk@lsi.edu	£480	£435	£410	£370	GBP £95
<b>NEW YORK</b> nyc@lsi.edu	\$660	\$625	\$595	\$545	USD \$185
<b>SAN DIEGO, BOSTON &amp; BERKELEY</b> san@lsi.edu - bos@lsi.edu - ber@lsi.edu	\$630	\$600	\$565	\$515	USD \$185
<b>TORONTO &amp; VANCOUVER</b> tor@lsi.edu - van@lsi.edu	\$520	\$510	\$500	\$470	CAD \$185
<b>AUCKLAND</b> registrarnz@lsi.edu	\$600	\$595	\$590	\$575	NZ \$230

**Promotional prices available. Contact us for information on special discounts.**

**MODULES**

**MODULE 1:** International Trade

**MODULE 2:** Developing Leadership Skills & Team building

**MODULE 3:** Effective Communication in Presentations

**MODULE 4:** Decision Making, Motivation & Delegation, Effective Communication in Meetings

**MODULE 5:** Marketing & Advertising

**MODULE 6:** E-Commerce, Viral Marketing & Social Media

**MODULE 7:** Banking, Money, and Finance

**MODULE 8:** Relationship Building & Networking

**MODULE 9:** Recruitment Interviewing

**MODULE 10:** Business Law, Ethics & Environmental Issues

**MODULE 11:** Effective Communication in Selling & Negotiations

**MODULE 12:** Management Styles in International Companies

In general, the modules are done in this order - the first module starts in the first week of the year (first week of January) and the course runs for 12 weeks. After 12 weeks, the course starts again and recycles to the first module.

Students can program their study dates depending on the modules they'd like to take. We also offer flexibility and classes can request to integrate different module components into their lessons.