

# THE DEPARTMENT FOR BUSINESS ENGLISH

## SCHEDULE 2018

### SPRING

Date	March 23-24	March 30-31	April 6-7	April 13-14	April 20-21	April 27-28	May 4-5	May 11-12	May 18-19	May 25-26	June 1-2	June 8-9	June 15-16	June 22	June 29-30
<b>Business Skills Days:</b>	Socializing Across Cultures	Negotiating	Telephoning	Business Correspondence	Job Interview Preparation	Discussions and Meetings	Business Reports	Presentations	Socializing Across Cultures	Negotiating	Telephoning	Business Correspondence	Job Interview Preparation	Presentations	Business Reports
<b>ESP Days:</b>	English for Secretaries	Customer Care	Hotels and Catering	Insurance	Logistics	Law	Tourism	Accounting	Finance	Automotive Industry	Nurses	Human Resources	Dentistry	Kindergarten Teacher	Physiotherapy
<b>Seminars:</b>	People and Culture	Writing for Success (Business English)	Reducing Stress	English for Blog Posts	Interpersonal Effectiveness	Essay Writing (Academic Skills)	Adapting to Cultural Challenges	English for Blog Posts	Developing Awareness	Writing for Success	Intercultural Communication	Essay Writing (Academic Skills)	Preventing Misunderstandings		

### SUMMER

Date	July 6-7	July 13-14	July 21	July 28	August 4	August 11	August 25	September 8	September 15	September 21-22	September 28-29	October 5-6
<b>Business Skills Days:</b>	Discussions and Meetings	Socializing Across Cultures	Negotiating	Telephoning	Business Correspondence	Job Interview Preparation	Discussions and Meetings	Business Reports	Presentations	Socializing Across Cultures	Negotiating	Telephoning
<b>ESP Days:</b>	Architecture	Engineering	Cooking	Air Force	Finance	International Tourism	Pharmaceutical Industry	Medicine	Nurses	Customer Care	Sales and Marketing	Hotels and Catering
<b>Seminars:</b>												

	<b>A2-B1</b>
	<b>B1+</b>
	<b>B1-C1</b>

### AUTUMN

Date	October 12-13	October 19-20	October 26-27	November 2-3	November 9-10	November 16-17	November 23-24	Nov 30 Dec 1
<b>Business Skills Days:</b>	Business Correspondence	Job Interview Preparation	Discussions and Meetings	Business Reports	Negotiating	Telephoning	Business Correspondence	Job Interview Preparation
<b>ESP Days:</b>	Corporate Finance	Logistics	Accounting	Banking	Automotive Industry	Law	Human Resources	Technical English
<b>Seminars:</b>								

### WINTER

Date	December 7	December 8	December 14	December 15
<b>Business Skills Days:</b>	Presentations	Business Reports	Discussions and Meetings	Socializing Across Cultures
<b>ESP Days:</b>	Cabin Crew	Investments	ICT	Engineering
<b>Seminars:</b>				