

BusinessENGLISH Program

UNIVERSITY
of GUELPH

CHANGING LIVES
IMPROVING LIFE

Our four-week Business English Program develops your **communication skills** and cross-cultural awareness. This program focuses on business topics such as **presentations, marketing strategies, job search and interviews**. You will **build vocabulary** specific to business, and you will become familiar with the Canadian business environment through **company visits** and guest **speakers** from different industries. Through the weekly pronunciation practice, **conversation tutor** meetings, **resume** writing, and a variety of other in-class and out-of-class **activities**, you will be able to deepen your cultural understanding, improve **oral and written** English proficiency, and build confidence in communicating in an **international business** context.

Learning Objectives

Upon completion of this program you should be able to:

- Carry on business and social conversations with more ease
- Use appropriate formal and informal language choices in a business setting
- Understand the culture of international business, accepted ways of expressing ideas and opinions in formal and informal work settings
- Develop business vocabulary necessary for expressing and communicating effectively in different business contexts
- Organize and deliver presentations using visual aids
- Practice writing in various business styles (e.g., agendas, minutes, resumes, emails)
- Practice speaking in different business contexts (e.g., telephoning, meetings, negotiations, presentations, company visits)
- Practice job search skills by completing various stages in the process of getting a job in Canada
- Understand and reflect on the principles of the operation of Canadian businesses

Program Entry Requirements

- Interest in improving your English for international business
- Intermediate level of English or higher



Semester	Dates 2017
Winter	February 20 to March 17, 2017
Summer A	July 4 to July 28, 2017
Summer B	August 14 to September 8, 2017

Fees (Canadian dollars)

- Application fee - \$150
- Tuition* - \$4685

*Includes Business English Program, four weeks of homestay accommodation, three meals a day, local business visits and extracurricular activities.

eslguelph.ca