



English Language Skills for Business and Government
BETTER ENGLISH BETTER BUSINESS



a member of the International House World Organisation

UMALUSI Accreditation No: FET 00388PA

“The course was excellent, the material was good and all explanations were very clear.”

Macsteel

“It was a really useful and hands-on course.”

Transvaal Sugar Board



WHY ENGLISH TRAINING?

- English is the language of business and commerce
- English is not the first language of most South African workers
- Government policy highlights the need for skills development and training
- Improving your staff's language skills builds capacity and increases productivity
- A well-informed, articulate labour force is a permanent asset

WHAT BUSINESS TRAINING DO WE OFFER?

BUSINESS ENGLISH

Business English covers the more specific language-based skills necessary in business. These include:

- **Business Correspondence Skills**
Letters, faxes, emails, memos, proposals and report writing.
- **Efficient Presentations**
Different types of presentations, using visual aids effectively, the language of presentations, dealing with questions, describing trends, using your voice effectively.
- **Telephone Proficiency**
Listening, speaking, note-taking, spelling, problem solving, telephone language, polite intonation.

● Language for Meetings

Expressing opinions, asking for opinions, agreeing, disagreeing, chairing and participating in meetings.

● Language for Negotiations

Organising ideas, bargaining and debating, proposing and importance of tone and language.

● Secretarial English

Telephone skills, business writing skills, meeting skills, minute-taking, dealing with people and Social English.

● Pronunciation Skills

Sound Awareness (individual sounds, diphthongs & minimal pairs); word and sentence stress, contrastive stress, connected speech (weak forms, segmentation, linking and intrusive sounds), intonation, voice speed and pitch; commonly mispronounced words.

NB: A combination of the skills covered in the above courses can be incorporated into a General Business English course to suit a client's specific needs. Courses can also be adapted to include the appropriate vocabulary: Legal/Medical/Marketing/Financial, etc.

OUR CLIENTS

Many of South Africa's largest companies trust us to provide them with English language training. A selection of our local and international clients includes:

LOCAL

ABSA bank
De Beers
Deloitte & Touche
Dorbyl
Eskom
Gauteng Legislature
Gillette
HSBC
Johannesburg City Council
Joshua Doore
KPMG
Liberty Life
Lonmin Platinum Mines
Macsteel
Pick 'n Pay
Rand Water
SA Department of Welfare
SAB Miller
Standard Bank
UNISYS
University of Johannesburg

INTERNATIONAL

Amplats
ANGLO Gold
AUSAID
Chevron Cabinda
Ford Foundation
International Red Cross
Ministry of Industry and Commerce Mozambique
Ministry of Petroleum Angola
Royal Danish Embassy
Swiss Telecom
The Government of Gabon
UNDP
UNICEF
World Vision

ACCREDITATION

- A member of the education SETA – UMALUSI. FET 003888PA
- A member of the International House World Organisation – a network of over 100 schools in more than 40 countries
- A University of Cambridge ESOL authorised Teacher Training Centre



WHAT OTHER TRAINING DO WE OFFER?

- General English
- Business Communication Skills Workshops
- ABET Levels 1 – 4
- Learnership Programmes
- Cambridge CELTA [Certificate in English Language Teaching to Adults].
The leading, internationally recognised TEFL qualification
- Cambridge DELTA [Diploma in English Language Teaching to Adults].
An internationally recognised training programme for experienced teachers.

HOW DO WE DO IT?

- Candidates are tested to determine proficiency and language needs
- Course content is discussed and determined in consultation with you
- A detailed written proposal is provided
- The proposal is accepted or changed to suit your needs
- Training programme is implemented

OUR TRAINERS

All our trainers have internationally recognised qualifications in teaching English and have taught in a variety of contexts all over the world.



Provisionally accredited with UMALUSI –
the highest accreditation available to a
private institution. FET 00388PA



UNIVERSITY *of* CAMBRIDGE
ESOL Examinations

Authorised Centre for Teaching Awards

**FOR MORE INFORMATION OR AN
ASSESSMENT CONTACT US:**

Tel: (011) 339-1051

Fax: (011) 403-1759

Email: info@ihjohannesburg.co.za

Visit our website:

www.ihjohannesburg.co.za

Visit us at:

4th floor Aspern House

54 De Korte Street, Braamfontein

Johannesburg