



SEMINARS 2024-2025



Luxembourg

Other available seminars:

- Job Interview Preparation
- Socializing across Cultures
- Intercultural Communication

Effective training formula for professional use:

- Intensive practice, focusing on your specific needs
- Permanent dialogue with your tutor
- Simulation of practical, work-related scenes withing the group
- Pedagogical material entirely focused on the topic
- Flexible organization suitable to your needs
- Delivery of a final skills certificate

Business correspondence

Familiarization with business correspondence in English. Organization and actual writing of simple yet useful correspondence will be the center of attention. The seminar will largely improve the participants' knowledge of the use of English as needed for this type of correspondence.



Duration: 2 days
Formula: individual or group training
Starting level: 2.0 (B1) – 3.0 (B2)

Meetings

This seminar is especially helpful for people who frequently attend business meetings in English. A particular focus will be on the familiarization with the use of idiomatic language resources. Thus, appropriate structures and vocabulary will be studied. Additionally, participants will find themselves in simulations revolving around meetings so as to develop the ability to formulate spontaneous and fluent reactions in a realistic backdrop.

Duration: 1 or 2 days
Formula: individual or group training
Starting level: 2.5 (B1) – 3.0 (B2)



Presentations

Helping the participants be more familiar with key techniques of presentations to be held in English in a strictly professional environment. Acquisition of vocabulary and structures needed for the preparation of such presentations. This exercise is aimed at the improvement of the fluency of the participants. This includes training in basic oratory techniques and transmission of specific knowledge in English and professional rhetoric.

Duration: 1 or 2 days
Formula: individual or group training
Starting level: 2.5 (B1) – 3.0 (B2)



Telephoning communication

Preparation of the participants for telephoning in English using the essential structures involved in professional telephone communication. Work on idiomatic expressions and simulations using telephone situations will help improve spontaneous and natural dealing with situations in which English is required on the phone.

Duration: 1 or 2 days
Formula: individual or group training
Starting level: 2.5 (B1) – 3.0 (B2)



Negotiations

Facing situations in which commercial negotiations have to be led. This seminar addresses oral as well as written negotiation. Linguistic capacities and professional competences will be developed at the same time.

Duration: 2 days
Formula: individual or group training
Starting level: 2.5 (B1) – 3.0 (B2)



Financial English

Prepare the participants to using English in an advanced banking and financial context. This includes the study of vocabulary and characteristic expressions of this sector and the development of a thorough knowledge of the financial sector itself and its activities.

Duration: 2 days
Formula: individual or group training
Starting level: 4 (B2)

