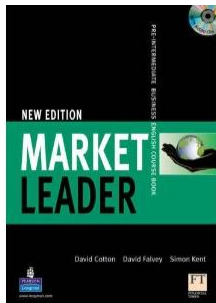
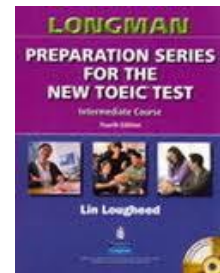


Business Course with TOEIC Preparation (p1 of 2)

This course is designed to prepare students in two capacities: TOEIC preparation (30 hours) and business preparation (120 hours). The primary focus of the course is business English that provides preparation for an English business environment. The course teaches English skills any worker will need in the current fast-paced international work environment. TOEIC is a standardized test that can certify the business English abilities of an individual. This will give professionals more credibility to go out into the business world or to seek promotions.

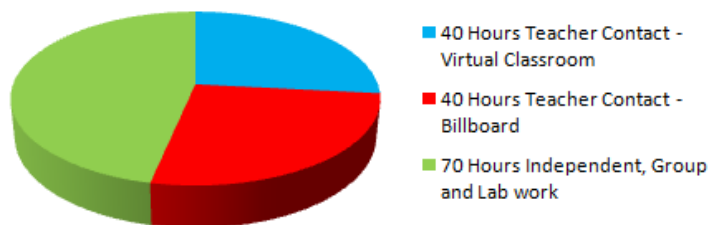


The course uses two books to achieve TOEIC and business English levels. For the TOEIC preparation, *Longman Preparation Series for the NEW TOEIC Test Intermediate Course (4th Ed.)* is the primary text for the track record that Longman has had in producing quality materials. For business preparation, *Market Leader: Pre-Intermediate* is used to provide a flexible environment for all levels of students and for the use of authentic materials from the *Financial Times of London*.



Delivery of the Course

**Teacher Contact Time
Business English + TOEIC**



The course is 150 hours divided into three general delivery methods. First, there are teacher-led online classes in which teachers present the material of the course and students give presentations. Second, there is billboard communication in which students present their work not only to the teacher, but also to other students for peer review. Billboards also include specific exercises to show course material has been learned. Finally, the course includes the individual work of doing the course work and presentation work.

The business preparation part of the course is 120 hours of content. In every module of the course, students will do business reading, with excerpts coming from the *Financial Times of London*. Students will also get specific writing skills they can use in real business environments. Students will be required to discuss topics that would be part of the work of an international business professional. Students will work together and individually on presentations involving case studies.



Business Course with TOEIC Preparation (p2 of 2)

Business Preparation

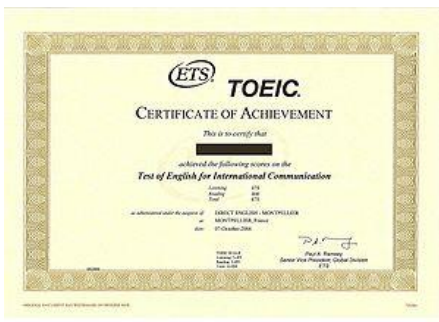
The business course prepares professionals for working in an international business environment. The class teaches English skills for business like vocabulary, reading skills, writing skills and various communication techniques. In addition, the course prepares people for a business and corporate environment through a variety of case studies that simulate real world experiences that workers will have. Additionally, the course teaches real business skills like a variety of writing skills that are essential for proper business communication in English in the 21st century.



The TOEIC preparation part of the course is 30 hours of content. Each module contains TOEIC preparation for both the reading and listening parts of the test. Students will progressively develop the ability to answer each individual question on the test, while at the same time learning new vocabulary, reading and listening skills that are needed for passing the test.

Introduction to TOEIC

The Test of English for International Communication (TOEIC) is an English language test designed specifically to measure the everyday business English skills of people working in an international environment. Test takers will receive a certificate of achievement after taking the test:

The TOEIC Listening and Reading Test is a two-hour multiple-choice test consisting of 200 questions evenly divided into listening and reading comprehension. There is a separate TOEIC Speaking and Writing examination, but it is not required. The Listening and Reading test is the standard examination. Each candidate receives independent scores for each section on a scale from 5 to 495 points. The total score adds up to a scale from 10 to 990 points. The TOEIC certificate exists in five colors, corresponding to results achieved:



-  orange (10–215)
-  brown (220–465)
-  green (470–725)
-  blue (730–855)
-  gold (860–990)

When students are finished the course, they will be prepared for English in the business world. They will be able to have a certified TOEIC score, and the preparation needed to know how to exist in a fast-paced international environment.

