



BUSINESS SPANISH

Factsheet 2018

DESCRIPTION

Business Spanish is a combination course with our Intensive Spanish 20 and 4 specialized individual lessons during the week. This course is for those wishing to improve their language skills related to the professional environment. Topics included industry-specific vocabulary (finance, engineering, etc.), CV writing and interviews, professional emails and written communication, and presentations.

QUICKFACTS

- 20 regular group lessons + 4 ind. business Spanish lessons per week
- Begins every Monday
- For high beginners to advanced students
- Minimum of 1 week, maximum of 30 weeks
- Average of 5 students in class, maximum of 10
- Schedule - mornings and afternoons
- 1 group lesson is 50 minutes, 1 ind. lesson is 55 minutes

WHY STUDY BUSINESS SPANISH IN SPAIN?

Taking a Business Spanish course in Spain makes great business sense:

- Over 500 million people speak Spanish and it is the native language of over 390 million people in 21 different countries.
- Spanish is the second most used language in international communication, and one of the three official languages of the UN.

SAMPLE MODULES

Module 1: The Company

- Explanation of staff roles and job descriptions
- Specific vocabulary from a professional environment
- Expressions for introductions and interaction between colleagues
- Formal greetings, polite expressions in conversation and written language

Module 2: The Job Search

- Preparing your CV and cover letter
- Interview skills
- Agreeing and disagreeing with the opinions of others
- Justifying a position

Module 3: The Important Meeting

- How to give and ask for information
- Requesting and preparing reports
- Expressing doubts or probabilities regarding events and outcomes
- Referring to possible or probable scenarios regarding investments

Module 4: The Business Trip

- Vocabulary for conferences and seminars
- Useful expressions for organizing networking meetings outside of the office
- Travel vocabulary
- Globalization and European markets

SAMPLE TIMETABLE

Here is a sample timetable for the Business Spanish course:

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning	Group Spanish Class	Group Spanish Class	Group Spanish Class	Group Spanish Class	Group Spanish Class	Free
Afternoon	Business Spanish Private Lesson	Free Afternoon	Business Spanish Private Lesson	Free Afternoon	Free Afternoon	