

Course in Professional English

TYPE: Specific

DURATION: 30/40 hours.

PLACE: Vigo and Pontevedra Campus.

Aims

Acquire the knowledge needed to develop activity in a professional or business setting. Intermediate level of English.

The course content includes some theory, but this is mainly a practical course in which the stress is on vocabulary use rather than grammar. Students will learn to use vocabulary, expressions, forms of address and appropriate grammatical structures for the following situations:

- Visits to enterprises/suppliers/auditors
- Telephone calls
- Letters / e-mails
- Meetings / negotiations
- Presentations / Reports on commercial subjects
- Introduction to incoterms
- Introduction to payment methods
- Job interviews
- CV writing
- Projects

Requirements

Have a knowledge of English at A2/B1 level.

Certificates

- ATTENDANCE CERTIFICATE: this requires attendance at 85 % of the classes.

Prices

University community (University of Vigo): €117/€156

General public: €145/€190

Additional information

The Language Centre courses are awarded ECTS or elective credits by the University of Vigo.