

LAL Language Centres

English for Finance and Business



This course is for anyone who needs to develop the specialised language required for working in a financial and business environment. You will be introduced to the banking, insurance and investment sectors of finance, and learn to interpret company statements and analyse company performance. You will develop the skills necessary to help you write clear reports, present data, explain trends and their causes, and present effectively on financial and business topics.

Available in:	London, Boston
Lessons per week:	20 lessons = 15 hours
Lesson length:	45 minutes
Lesson schedule:	Mornings or afternoons
Class size max:	12 students
Course length:	London: 2 weeks; Boston: 2 – 8 weeks
Starting dates 2017:	London: 17 Apr, 24 Jul; Boston: 06 Mar, 05 Jun, 06 Nov
Levels:	B1 Intermediate and higher

SAMPLE TIMETABLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Topic: Choosing jobs</p> <p>Reading and discussion: What to expect from a career in finance</p> <p>Vocabulary: Describing a job</p> <p>Grammar: Verb tenses for question types</p> <p>Speaking and role play: Presenting your skills to an employer</p> <p>Writing: Writing a cover letter to an employer</p>	<p>Topic: Financial services</p> <p>Reading and discussion: The banking, insurance and investment sectors</p> <p>Video (listening): Interview with a bond trader</p> <p>Internet research: How major banks use outsourcing</p> <p>Speaking: Outsourcing financial services</p> <p>Presentation skills: Presenting data and making recommendations</p>	<p>Topic: Company Finances</p> <p>Video: Steve Jobs and the power of innovation</p> <p>Discussion: What makes a company successful?</p> <p>Vocabulary: Profit and Loss accounts</p> <p>Grammar: Conditionals</p> <p>Presentation skills: Financing the company – pitching to investors</p> <p>Writing: Writing a press release</p>	<p>Topic: Economic cycles</p> <p>Internet research: The Great Depression</p> <p>Discussion: Recession and recovery</p> <p>Listening: Competing in a global economy</p> <p>Vocabulary: Diversity and risk</p> <p>Meeting skills: Expressing and responding to opinions</p> <p>Writing: Writing an internal report</p>	<p>Topic: Company reporting</p> <p>Video: Interview with the CFO of JP Morgan</p> <p>Vocabulary: The language of forecasting</p> <p>Discussion: What should companies include in an annual report?</p> <p>Reading: The annual report</p> <p>Listening: Annual report of a bank</p> <p>Speaking: AGM role play</p>