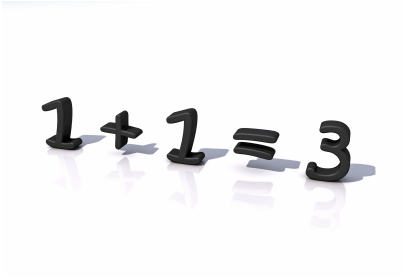


Clear Goals, Clear Deadlines, Measurable Results

Each program consists of 90 minute sessions recommended for 1 to 2 sessions a week.

Basic Business Pack

Recommended for those that have little or no English skills and need to create an effective foundation that can be applied immediately.



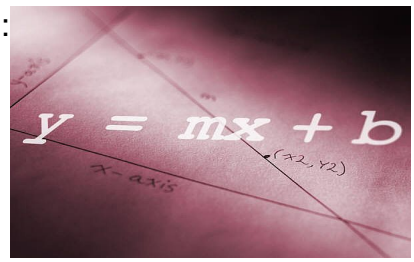
It includes the following skills:

- Basic Grammar foundation
- Greetings and introductions
- Presenting your company
- Detailed Job Description
- Basic Business Situations
- Requesting and Providing Information
- Basic Information Technology Vocabulary

Intermediate Business Pack

Recommended for the executive that already has basic language skills and needs to incorporate more advanced business language

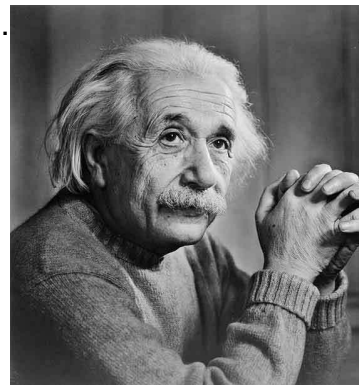
It includes the following skills:



- Higher Business and Information Technology Vocabulary
- Basic Presentations (including body language)
- Describing Trends, Figures and Business Results
- Expressing Opinions and handling disagreements.
- Making and Accepting Offers
- Business Writing

Advanced Business Pack

Recommended for those that speak the language to a large degree but that want to take it to the next level by applying the language skills used at a professional level today.



It includes the following skills:

- Advanced Financial Vocabulary ranging from Basic Accounting to Sales.
- How to prepare and deliver outstanding presentations
- Negotiation and Persuasion skills
- Proposals
- Professional Email writing skills
- Contracts and Reports