



English for Finance & Business

Course Information

English For Finance & Business

This is a course to be taken with a General English course and is for anyone who needs to develop the specialised language required for working in a financial and business environment. Based on a needs analysis, topics may include banking, insurance and investments.

Students will learn to interpret company statements and analyse company performance and will develop the skills necessary to write clear reports, present data, explain trends and their causes, and present effectively on financial and business topics.

Student Profile

This course is intended for business professionals working in finance and students studying banking or accounting.

Location

- Cape Town
- Torbay

Objectives

- 1-2 weeks: Become more familiar with financial vocabulary and improve speaking skills
- 3-4 weeks: More confident with speaking, writing financial reports, making presentations



Key Facts

Lessons/hours per week:	30 / 22.5
Lesson length:	45 minutes
Lesson schedule:	09:00 – 12:30 & 13.15 – 14.45
Class size (maximum):	12 / 6
Course length:	1-4 weeks
Start Date:	Every Monday
Levels:	B1+
Minimum number to run:	2*

* If fewer than 2, afternoon component will be reduced to 5 hours per week.

Sample Timetable (afternoon lessons only)

	Monday	Tuesday	Wednesday	Thursday	Friday
13.30 – 15.00	Topic: Choosing jobs		Topic: Company Finances	Topic: Economic cycles	Topic: Company reporting
	Reading and discussion: What to expect from a career in finance	Topic: Financial services	Video: Steve Jobs and the power of innovation	Internet research: The Great Depression	Video: Interview with the CFO of JP Morgan
	Vocabulary: Describing a job	Video (listening): Interview with a bond trader	Discussion: What makes a company successful?	Discussion: Recession and recovery	Vocabulary: The language of forecasting
	Speaking and role play: Presenting your skills to an employer	Reading and speaking: Outsourcing financial services	Vocabulary: Profit and Loss accounts	Vocabulary: Diversity and risk	Reading and discussion: What should companies include in an annual report?
	Writing: Writing a cover letter to an employer	Presentation skills: Presenting data and making recommendations	Presentation skills: Financing the company – pitching to investors	Meeting skills: Expressing and responding to opinions	Speaking: AGM role play
				Writing: Writing an internal report	

This is an indicative timetable and the exact contents of the course will vary from week to week.

Please see our General English timetable for the morning lessons