



## Business English Consultation

In order to provide you with the service you need and provide you with a course tailored to your requirements, please provide us with the following information. This will enable us to define objectives for the course, ensure they are effectively achieved and make the course an overall success.

### Logistics

- Where would you like the tuition to take place, on-site at your company or at Islington Centre for English?

If on-site, please provide details of the facilities available to the teacher (flip chart, projector, laptop, tables etc)

- How many hours would you like the course to be?
- How long would you like each lesson to last?
- How often would you like lessons? What are your preferred days of the week?
- At what time of day would you like the lessons?

### Course Objectives and Content

- What is your main goal for this course?
- What are your other objectives for the course?
- Are there any specific areas of business you would like your employees to concentrate on?

- Are there any specific skills and functions you would like your employees to concentrate on?
- Is there anything you would like your employees to be able to do more effectively at the end of the course?