

ENGLISH FOR BUSINESS PROGRAM

BEP-15: 15 Lessons Per Week (2 - 24 weeks)
 BEP-30: 30 Lessons Per Week (2 - 24 weeks)
 Minimum Age: 18 years | All face-to-face & Online!

BOOST YOUR CAREER!

The ENGLISH FOR BUSINESS PROGRAM

prepares students for the world of business in which English skills have become the key to global communication. For students aspiring to a career in international business, or for business people advancing an existing path, a sound grasp of English is essential.

Regardless of what your profession is, having English communication skills is a valuable asset. The program helps students develop their language abilities and become comfortable with an English speaking work environment.

CHOOSE THE SCHEDULE WHICH IS RIGHT FOR YOU!

We realize that in today's world, one schedule does not fit everyone's life.

1. If you are working during the day, then choose **BEP-15** so you can study in the evenings.
2. If you are able to devote yourself to full-time studies, then choose **BEP-30**.

You will finish any of these Business English courses a confident communicator in any work-related situation.

A pathway to the University of Victoria's Diploma in Business Program (DBA) certificate is available to students who successfully complete GV Business English program with a grade of 80% or higher and receive a letter of recommendation from the Director of Studies.

ENTRANCE LEVEL: Minimum GV 5+

BUSINESS ENGLISH PROGRAM SCHEDULE

15 LESSONS PER WEEK:

Monday - Thursday	Business English skills 04:00 - 06:40 PM, PST
	English for Life Skills (Self-study via GV ONLINE)

30 LESSONS PER WEEK:

Monday - Friday	General English 08:45 - 12:20 PM, PST
Monday - Thursday	Business English electives Option 1: 01:05 - 02:10 PM, PST Option 2: 02:25 - 03:30 PM, PST

"GV Victoria was an amazing experience.

The Business English Program is the best!

The activities the school has after classes are really good for students, especially the conversation club.

GV has nice staff, they are always ready to help you and the school is in an excellent location.

GV Victoria was the best choice for me!"

- Luisa, Brazil

2021 CLASS START DATES

BEP-15:

Bi-weekly intake, every other Monday
(Tuesday after a public holiday)

BEP-30:

Weekly intake, every Monday

*Please contact victoria@gvenglish.com for more information.



Global Village Victoria:

1290 Broad St. #200, Victoria, British Columbia
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	Dates of 2-week Module	GV LIVE OPTION 3 Classes, 10 LPW M-TH, 4:00-6:40pm (PST)	GV ONLINE (Self-Study) Life Skills Modules, 5 LPW <i>*See note below</i>
Recruitment & Career Management	Jan. 11 - Jan. 21	Personal Portfolios / Letters Resumes	Self motivation
	Jan. 25 - Feb. 04	Recruitment / Career Management	Work ethic
	Feb. 08 - Feb. 18	Interview Process / Interview Questions and Practice	Time management
	Feb. 22 - Mar. 04	Business Ethics and Corporate Social Responsibility (CSR) - Case Study	Goal planning
Marketing	Mar. 08 - Mar. 18	Competition / Market Analysis - Case Study	Communication
	Mar. 22 - Apr. 01	Describing Trends / Consumer Research - Survey	Team work
	Apr. 06 - Apr. 15	Advertising / Commercials - Case Study	Creativity
	Apr. 19 - Apr. 29	Branding - Case Study	Problem-solving skills
Workplace Communication	May 03 - May 13	Indirect Language and Email Communication	Cultural awareness
	May 17 - May 27	Cross-cultural Communication	Attention to detail
	May 31 - June 10	Phone Skills	Leadership
	June 14 - June 24	Language for Meetings	Habits

*When students register for BEP-15, the English through Life Skills modules are completed in a self-study format through GV Online.

BEP-30 - BUSINESS ENGLISH PROGRAM

Topics / 12-week rotation schedule

BEP-30 = GENERAL ENGLISH 20 - (08:45 - 12:20) + Business English (OP1 + OP2)

	Dates of 1-week Module	GV LIVE (Business English) OPTION 1 Classes, 5 LPW M-TH, 1:05-2:10pm (PST)	GV LIVE (Business English) OPTION 2 Classes, 5 LPW M-TH, 2:25-3:30pm (PST)
Workplace Communication	Jan. 11 - Jan. 14	Email etiquette	Cultural awareness
	Jan. 18 - Jan. 21	Written communication - writing clearly and accurately	Attention to detail
	Jan. 25 - Jan. 28	Phone skills - leaving messages	Leadership
	Feb. 01 - Feb. 04	Phone skills - making plans	Habits
Customer Relations	Feb. 08 - Feb. 11	Small talk / Greetings / Common expressions for customer interactions	Self motivation
	Feb. 16 - Feb. 18	Handling complaints / Taking information	Work ethic
	Feb. 22 - Feb. 25	Negotiating / Numbers and money	Time management
	Mar. 01 - Mar. 04	Offering advice / Directions	Goal planning
Presentations	Mar. 08 - Mar. 11	Using powerful language	Communication
	Mar. 15 - Mar. 18	Body language / Vocal skills	Team work
	Mar. 22 - Mar. 25	Functions and presentation structure	Creativity
	Mar. 29 - Apr. 01	Using visuals / Engaging your audience	Problem-solving skills

*BEP-30 Schedules are published in 12-week segments. Next schedule (April to June 2021) will be published by March 01, 2021.

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