



MLS Courses in International Business Communications

The MLS International Business Communications (IBC) courses are designed as professional language training programmes for those involved in the world of business.

Students choosing the IBC courses are typically aged 30 and over. The IBC classes at MLS run at two levels (Intermediate, and Upper-Intermediate/Advanced).

Throughout the courses you will continue to improve your English language ability through the context of business language. You will also practise key skills that are needed in any business environment, such as negotiation and giving presentations. Those choosing to study 30 lessons or more will also benefit from content-based study of a range of business-related topics in the fields of management and marketing.

Our IBC courses also provide ideal preparation for Business English examinations, such as BULATS and BEC.

The minimum age is 18, but MLS can accept 16 and 17-year-olds at its discretion, and the study options are:

International Business Communications 20	IBC 20: 20 lessons (15 hours) weekly
International Business Communications 30	IBC 30: 30 lessons (22.5 hours) weekly
International Business Communications 30 Plus	IBC 30+: 32 lessons (24 hours) weekly
International Business Communications 40	IBC 40: 40 lessons (30 hours) weekly

Course Length. 2-24 weeks

Minimum Entry Level. Intermediate (equivalent to CEFR B1/IELTS 4.0)

Course Objectives.

- * to improve your Business English skills so that the right balance of accuracy and fluency can be achieved
- * to improve Business English language within the environment of living and studying in the UK

Course Certification. Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:

MLS Certificate of Study and Report on language level

International Business Communications Elements. The syllabus is organised in timetabled classes in distinct **Elements**. Students who choose the **IBC 20** course will study two Elements (Element 5 and Element 6), while those who choose the **IBC 30** course will study three Elements (Elements 5, 6 and 7). Students who choose the **IBC 30+** course will study three Elements and will also receive two lessons weekly of small group training (group size 1-6). Students who choose the **IBC 40** course will study three Elements (Elements 5, 6 and 7) and will also receive 10 lessons weekly of tailor made training:

Element 5 – business language, enabling students to improve language ability through the context of business.

Element 6 – business skills, selected by way of class negotiation, learning key skills needed in business, such as negotiation and giving presentations. Details of the modules and skills offered within Element 6 are shown on page 4 below.

Element 7 – business topics, a range of business-related topics in the fields of management and marketing. Details of the topics covered are shown on page 5 below.

Element 9 (IBC30+ course) – two lessons weekly of small group training (group size 1-6), providing the opportunity to individualise the course to suit specific professional, vocational or academic needs.

Element 9 (IBC40 course) – 10 lessons weekly of tailor made training, on a one-to-one basis, providing the opportunity to individualise the course to suit specific professional, vocational or academic needs.

Course Syllabus. For a typical weekly syllabus for International Business Communications (IBC) courses, see Page 3 below.

Course Entry Dates. The course can be joined on most Mondays throughout the year (excluding UK public holidays).

Details of all MLS courses are available on our website at www.mls-college.co.uk.

*** Cambridge English Language Assessment**

Cambridge English Language Assessment examinations are the world's leading range of certificates for learners of English. MLS is an Authorised Examination Centre for Cambridge English examinations. Each year Cambridge English examinations are taken by over two million people, in 130 different countries. The examinations are well known for their high-quality assessment of real English, as used in everyday work, study and leisure situations. Cambridge English qualifications are widely recognised by employers and educational institutions worldwide.

Sample Weekly Syllabus

				Monday	Tuesday	Wednesday	Thursday	Friday
IBC 20	IBC 30	IBC 30 +	IBC 40	Element 5 <i>business language</i>	Element 5 <i>business language</i>	Element 5 <i>business language</i>	Element 5 <i>business language</i>	Element 5 <i>business language</i>
				Element 6 <i>business skills</i>	Element 6 <i>business skills</i>	Element 6 <i>business skills</i>	Element 6 <i>business skills</i>	Element 6 <i>business skills</i>
				Element 7 <i>business topics</i>	Element 7 <i>business topics</i>	Element 7 <i>business topics</i>	Element 7 <i>business topics</i>	Element 7 <i>business topics</i>
					'Plus' Lessons <i>two small group lessons (group size 1-6)</i>		'Plus' Lessons <i>two small group lessons (group size 1-6)</i>	
				Tailor Made <i>one-to-one lessons (two lesssons)</i>	Tailor Made <i>one-to-one lessons (two lesssons)</i>	Tailor Made <i>one-to-one lessons (two lesssons)</i>	Tailor Made <i>one-to-one lessons (two lesssons)</i>	Tailor Made <i>one-to-one lessons (two lesssons)</i>

Element 6 – Business Communication Skills. The modules and skills offered are selected from:

module	EFFECTIVE PERSONAL DEVELOPMENT	EFFECTIVE BUSINESS SPEAKING	EFFECTIVE TEAM LEADERSHIP	EFFECTIVE CUSTOMER RELATIONSHIP	EFFECTIVE BUSINESS WRITING
skills covered	assertiveness	presentations	team building	maintaining customer relationships	writing reports
	problem solving	interviewing	performance appraisal	solving customer problems	writing emails
	stress management	presentations	planning	networking and building client contacts	writing formal business letters
	time management	negotiating	motivational skills	international business culture and etiquette	writing proposals
	setting objectives	participating in meetings	problem solving	interviewing	writing memos
	management	sales	chairing meetings		taking and writing minutes
	task prioritisation	telephoning	delegation		writing agendas
	team working				writing C.V.s

Element 7 – Business Topics. Topic modules offered are selected from:

Topic	Main Themes
Business Activity	Sectors of industry, business objectives, size and growth, stakeholders
External Business Environment	Role of government, environmental and ethical issues, business culture, globalisation, MNCs, exchange rates
Human Resource Management	Leadership and management, motivation, training, communication
Marketing	Market segmentation, research, marketing mix, international marketing, sales and selling
Digital Business	Build your online business, digital marketing
Operations Management	Location of production, total quality management and lean production
Finance	Sources of finance, cash flow forecasting
Entrepreneurship	Characteristics of an entrepreneur, motivation for entrepreneurs, business planning, funding, support, new venture thinking
Law	Contract law, business ownership and employment law