

## English for PAs and Secretaries (SEC)

Helping PAs and secretaries to develop effective communication skills in English



### The School

ELC has been working with international PAs and secretaries for over 50 years. Courses take place in our dedicated Business Centre where the fully-equipped executive training rooms include interactive whiteboards. Our specialist trainers are highly experienced and well qualified with a proven track record of success working with business people of all types and at all levels.

### The Course

SEC is a 2-week course of 30 lessons per week (22.5 hours) with a maximum of 8 participants. Each course is designed by the trainer to meet the needs of its participants and is therefore a unique package, targeted to improve business performance in English. There is a focus on written and spoken communication skills such as making arrangements, planning and organising business events and handling correspondence.

Trainers use presentations, case studies, workshops and role-play simulations. Some sessions are filmed for detailed analysis and feedback. Use of our computerised Language Laboratory focuses on pronunciation and intonation and participants have free access to our self-study centre outside their lesson times.

### Content and Outcomes

By the end of the course you will be able to use English more confidently in your daily work and communicate more effectively in the business areas that were focussed on.

The course is based on a detailed Needs Analysis that begins prior to arrival and is reviewed continuously throughout the two weeks. The content is therefore flexible, but a typical course will include:

- Business letter writing
- Organising and preparing for meetings
- Greeting visitors
- Telephoning and E-mailing

### Key Facts

- A practical, flexible and highly personalised course
- 30 lessons per week (22.5 hours)
- Maximum 8 participants
- Minimum age 21
- Intermediate level of English or above
- Business Suite facilities include TV, coffee lounge and Wi-Fi access
- **Recommended for:** PAs and secretaries who use, or will need to use English in their daily job