

LANGING STORY

NURSENIN

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ONE-DAY SPECIALISED COURSES

One day = intensive language training

WHY CHOOSE ONE-DAY SPECIALISED OPEN COURSES

Specialisation

You are a specialist, business person or manager, you use the foreign language as a working tool and your job calls for specialised terminology and competences.

International environment

You want to be able to communicate professionally and with confidence with your clients and colleagues in an international environment.

Intensity

You need to gain skills quickly and immediately apply them in practice.

FORM OF TEACHING

Combination

Training of professional and language skills.

Teaching only in the foreign language

The courses are conducted mainly by native speakers = a faster and more accurate interpretation of ideas, attitudes, and views in the foreign language.

Extension

You have regular classes, but need to improve a specialised or specific area of language.

Refresher

You use the foreign language regularly, but sometimes feel you need to revise or expand your knowledge.

Sharing

You want to use the opportunity to meet with professionals from other companies and share your expertise.

A lot of time for your own presentation and for sufficiently practising new material.

Interactivity of lessons

Variety and fun

A wide range of activities (role play, panel discussions, case studies, reading, listening, video demonstrations, exercises focusing on vocabulary development...).



Martina Čejpová Product Specialist ⁵⁵ The courses take place on our premises and therefore outside the student's working ⁵⁵ environment. This means they can fully focus on the subject matter and don't get interrupted by work.







PRICE

1 – 5 registered	3 250 Kč
6 – 15 registered	2 275 Kč
16 and more registered	1 300 Kč

All prices are per person, do not include VAT, and are valid when one client registers the set number of students for any course.

Register and get more info at www.jcl.cz.

ORGANISATION OF COURSES

- At the premises of James Cook Languages in Prague / Brno: Florentinum, Na Florenci 15, Praha 1
 Dům Jakub, Jakubské náměstí 127/5, Brno
- All the courses are run by qualified and experienced native speakers and Czech teachers.
- The teachers not only have experience in teaching foreign languages, but also have expertise in the discipline they teach.
- You will receive excellent materials that you can make further use of directly in your work environment.
- Courses are from 9am till 4pm.
- ▶ Courses are in a small groups of 3 8 students.

DATES - PRAGUE

Topics - English	2017 October - December	2018 February - June	2018 July - August
All about Phrases	11. 10. 2017 29. 11. 2017	6. 3. 2018 24. 4. 2018	11. 7. 2018
Be Confident in Writing	26. 10. 2017 5. 12. 2017	7. 3. 2018 17. 5. 2018	15. 8. 2018
Be Confident on the Phone	18. 10. 2017 14. 11. 2017	20. 2. 2018 10. 5. 2018	25. 7. 2018
Business Meetings	24. 10. 2017 22. 11. 2017	21. 2. 2018 11. 4. 2018	10. 7. 2018
Cross Culture	21. 11. 2017	27. 2. 2018 16. 5. 2018	8. 8. 2018
Czenglish	2. 11. 2017	10. 4. 2018	1.8.2018
Daily Life in HR	8. 11. 2017	5. 4. 2018	14. 8. 2018
Financial and Banking English	28. 11. 2017	27. 3. 2018	7.8.2018
Grammar Refresh	19. 10. 2017 9. 11. 2017	15. 2. 2018 17. 4. 2018	17. 7. 2018
How to Present Effectively	15. 11. 2017	14. 3. 2018	
HR - Hiring and Firing	25. 10. 2017	13. 3. 2018	24. 7. 2018
Negotiation and Argumentation	7. 11. 2017 6. 12. 2017	28. 2. 2018 18. 4. 2018	18. 7. 2018
Practise your Presentation Skills	12. 10. 2017	15. 5. 2018	31. 7. 2018

Topics - German

Presenting in German	17. 10. 2017	20. 3. 2018	
Telephone and Email Communication in German	1. 11. 2017	25. 4. 2018	

DATES - BRNO

Topics - English	2017 October - December	2018 February - June
All about Phrases	6. 12. 2017	17. 5. 2018
Be Confident in Writing	18. 10. 2017	15. 3. 2018
Be Confident on the Phone	29. 11. 2017	7. 6. 2018
Business Meetings	4. 10. 2017	5. 4. 2018
Daily Life in HR	1. 11. 2017	
Grammar Refresh	14. 11. 2017	3. 5. 2018
HR - Hiring and Firing		19. 4. 2018
Negotiation and Argumentation	25. 10. 2017	1. 3. 2018
Practise your Presentation Skills	22. 11. 2017	31. 5. 2018

SELECTED REFERENCES

The Insurance English course fulfilled our expectations completely. It was led by a professional instructor who was perfectly prepared. A large part of the course focused on practical exercises with feedback, making the course very dynamic as well as highly beneficial. We also took the Czenglish, Business Meetings and Cross Culture courses with JCL and were just as satisfied with all of those.



Kateřina Márová Insurance English

The training was beneficial. We had a great teacher, we understood her very well, she was able to explain everything and keep our attention.

Pavla Kružíková Be Confident on the Phone

Mr Šimon Steffal once again demonstrated his professionalism, excellent English and an understanding approach to his students. Thank you!



Marie Odehnalová Negotiation and Argumentation

CONTENT OF THE COURSES

ALL ABOUT PHRASES

(B1 and above)

Learn phrases, idioms and collocations typical for English that cannot be directly translated into Czech.

- Practise the most common phrasal verbs in English.
- Learn useful phrases for various social situations at work and outside of work.
- Learn what collocations are words do not necessarily fit all contexts, even though they have a similar meaning in Czech.
- Learn how to write and speak in English rather than translate from Czech.

Course content

- Common errors of Czech students
- ▶ The most common phrases in the English language
- Collocations and idioms
- How (not) to translate into English
- Tips on learning phrases and idioms

BE CONFIDENT ON THE PHONE (B1 and above)

The course is designed for everyone who needs to communicate in English at work by telephone, whether it's internally or with a client.

- Master the principles and skills related to business phone calls.
- Overcome your fear of communicating over the phone in a foreign language.
- Correct phrases and expressions that will make your communication natural and elegant.



Course content

- Key telephone phrases
- Sounding friendly and polite formal and informal expressions
- Making appointments and arrangements by phone
- Conference calls
- Dealing with telephone problems
- Practising and gaining feedback from the teacher

BE CONFIDENT IN WRITING

(B1 and above)

The course is designed for everyone who needs to communicate in English at work by email, whether it's internally or with a client.

- Master the principles and skills related to business emails.
- Learn correct phrases and expressions that will make your communication natural.
- Practise writing different kinds of emails.



- Key email phrases
- Being formal and informal
- Being polite and diplomatic
- Writing simply and briefly
- Linking ideas
- Analysing common mistakes
- Practising and getting feedback from the teacher

BUSINESS MEETINGS

(B1 and above)

Do you often conduct internal and external meetings and conferences in English, or take an active part in them? Then this course is for you.

- Learn phrases and vocabulary required to conduct a formal meeting and discussion.
- Be able to moderate meetings and keep them going.
- Learn how to summarise contributions and output from meetings.

Course content

- Open a meeting
- Outline the agenda
- Justify and explain your views
- Raise questions
- Summarise and close a meeting

CROSS CULTURE

(B1 and above)

The course is intended for business people who are in frequent contact with foreign colleagues, partners or employees and for those who have an interest in cross-cultural interactions in English.

- Interactive teaching and role plays.
- ▶ Focus on various aspects of culture and communication.
- Use of idiomatic proverbs and expressions, cross cultural business communication.

Course content

- Describing culture
- Small talk
- Describing communication styles
- Polite social English
- Using idiomatic expressions

CZENGLISH (A2–B1)

The course is designed for those who are interested in improving their English and in better understanding mistakes Czechs make most often and how to avoid them.

- Identify the basic categories of typical "Czech" mistakes.
- Find out the reasons leading to the mistakes and be able to work on their elimination.
- Be able to discuss anything with the teacher that gives you trouble in English.
- Actively practise English in pair and group work activities.



- Brief review of grammar
- Prepositions and articles
- Conditional sentences
- False friends and idiomatic phrases
- Pronunciation



DAILY LIFE IN HR

(B1 and above)

This course is intended for HR professionals who regularly communicate with their colleagues in English.

- Learn more about common HR processes in English such as on boarding, benefits, performance and talent management
- Be able to discuss trends in HR
- Share experience and ideas with other HR professionals

Course content

- On-boarding new employees
- Employee benefits
- Performance management
- Talent management and development programmes

ENGLISH GRAMMAR REFRESH (B1 - B2)

The course is designed for people who use English but feel the need to revise and refresh their grammar knowledge.

- Master grammar at the intermediate level.
- Learn to use common tenses quickly and confidently.
- Pick up useful phrases and vocabulary.



Course content

- Revision of present perfect
- Explanation of past perfect
- First, second and third conditional
- Modal verbs
- Most common phrasal verbs
- Prepositions

FINANCIAL AND BANKING ENGLISH

(B1 and above)

For employees of banking and financial institutions or for those who use English for communication in a banking or financial environment.

- Learn the terminology and phrase related to the presentation of banking and financial institutions and their products, and to communicate with the client.
- Improve your competence of processing a client's requirements in English.
- Practise the presentation and interpretation of financial analyses.

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- Presentation of banking and financial products and services to clients
- Retail banking
- Description and explanation of graphs and charts
- ▶ The structure of the financial sector
- Explanation of the economic cycle and description of current trends





HOW TO PRESENT EFFECTIVELY

(B1 and above)

Everyone who needs to thoroughly prepare for a presentation in English should take our course and gain the necessary vocabulary to give a professional and complex presentation in English.

- Practise advanced vocabulary appropriate for each stage of your presentation.
- Learn how to organise your presentation.
- You will be able to describe slides, pictures and charts in your presentation



Course content

- The key to a successful presentation
- Organisation of a presentation
- How to describe charts and tables
- Visualisation
- Summary of ideas

HR - HIRING AND FIRING

(B1 and above)

This course is intended for HR professionals who regularly communicate with their colleagues in English.

- Improve your knowledge of specific HR vocabulary related to finding new employees, as well as ending cooperation
- Share experience and ideas with other HR professionals
- Gain confidence to use English actively at work



Course content

- Attracting and finding new employees
- CVs, interviews and assessment centres
- Talking about competencies
- Termination of an employment relationship
- Exit interviews

NEGOTIATION AND ARGUMENTATION

(B1 and above)

The course is intended for managers or business people who take part in meetings conducted in English and need to gain confidence in dealing with their colleagues, employees or clients.

- Learn phrases and expressions used in negotiations.
- Learn how to be assertive in English.
- Practise various situations that you encounter in which you need to be very confident in your English.



Course content

- Difficult situations in communication
- Negotiating tactics
- Proper argumentation
- Assertiveness and polite conduct
- Practical training with real situations

recommended by



PRACTICE YOUR PRESENTATION SKILLS

(B1 and above)

A course in which you can try out various parts of your presentation in practice to ensure that each step is professionally prepared.

- Gain advanced vocabulary appropriate for each stage of your presentation.
- Learn how to open and close your presentation.
- > Try out responding to your audience in English.
- > You will give a presentation and receive feedback on your skills.

HOW TO PRESENT EFFECTIVELY IN GERMAN

(B1 and above)

For everyone who is working in a German-speaking environment and who gives presentations in German or takes an active part in them.

- Learn the principles of clear, concise, and effective use of language when giving a presentation in German.
- > Try out original openings of your presentation.
- Learn how to actively involve participants and ask questions.
- Practise your ability to respond promptly.
- Increase your self-confidence in your speaking skills.

TELEPHONE AND EMAIL COMMUNICATION IN GERMAN

(B1 and above)

The course is designed for everyone who needs to communicate in German at work, in writing or by telephone, whether it's internally or with a client.

- You will master the principles and skills related to business correspondence.
- You will overcome your fear of communicating over the phone in a foreign language.
- You will practise the correct phrases and expressions that will make your communication natural and elegant.

Course content

- Opening and closing a presentation
- Asking questions, rhetorical questions and paraphrasing
- Solving difficult situations when giving a presentation
- Giving a presentation
- Analysis of the participants' presentations

Course content

- Welcoming participants and introducing the topic
- Presentation
- Describing charts and graphs
- Asking questions, rhetorical questions and paraphrasing
- Solving difficult situations when giving a presentation
- Giving a presentation, feedback, and subsequent recommendation from the teacher

- Types of business correspondence
- General structure of business letters and e-mails
- Thanking, complaining, and apologising in writing
- Effective listening
- ▶ Teleconference
- Formal and informal expressions
- Analysis of the most frequent phone conversations
- Practising and obtaining feedback from the teacher

CONTACT

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In case of misprints, we reserve the right to make any changes to the information in this catalogue.

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