

National College of Business Administration - NCBA School of Business English



**Business
English To
Unlock Your
Full Potential**



Business English to Help Unlock Your Full Potential

The NCBA English Language Programme is a step-by-step process guiding students towards nationally and internationally recognised certification.

English for Business (level 1) - ASE1041

For candidates who have achieved a basic understanding of English in a business context, and who have the ability to use the language at a basic functional level. A mandatory reading and writing examination applies, with optional speaking and listening examinations.

Aims

Develop the ability to:

- * read / understand basic business-related English texts
- * write basic English for simple business communications
- * understand simple, spoken and recorded business English
- * participate in short conversations

Syllabus Topics

- * Simple business letter or memorandum
- * Basic reading comprehension
- * Information processing
- * Business text and data reformulation

English for Business (level 2) - ASE2041

For candidates with a sound understanding of English in a business context, who can communicate well in a familiar business situation with minimal help or supervision. A mandatory reading and writing exam, applies, with optional speaking and listening examinations.

Aims

Develop the ability to:

- * write apt and accurate English
- * understand and write current /common business English
- * use tone, form, content, layout and composition
- * understand spoken and recorded Business English and conversations at the defined level

Syllabus Topics

- * Business letters
- * Company leaflets
- * Business reports
- * Business articles
- * Lists or structured notes or both
- * Memos and notices

English for Business (level 3) - ASE3041

For candidates with a sound understanding of English in a business context. This course level is equivalent to Council of Europe B1 (Threshold). A mandatory reading and writing exam, applies, with optional speaking and listening examinations.

Aims

Develop the ability to:

- * understand and write English for many business contexts
- * produce formats and styles for various audiences / purposes
- * understand spoken and recorded Business English at the defined level
- * participate in conversations and discussions
- * do oral presentations on business topics

Syllabus Topics

- * Business letters
- * Internal reports
- * Business-related text comprehension
- * Text and data conversion/ reformulation

English for Business (level 4) - ASE4041

For candidates to help to create extremely good impressions of their language skills at an advanced level, without close scrutiny. A mandatory reading and writing exam, applies, with optional speaking and listening examinations.

Aims

Develop the ability to:

- * understand authentic business texts
- * write English for business contexts
- * listen / understand short talks, news bulletins, conversations and announcements
- * give clear, detailed oral descriptions and presentations on complex subjects
- * express themselves orally with clarity and professionalism.

Syllabus Topics

- * Authentic reading, comprehension and writing skills
- * Writing from input
- * Reformulating and reformatting texts e.g. préces / other formats
- * Contrasting genres

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NCBA - Achieving Excellence in Leadership and Management

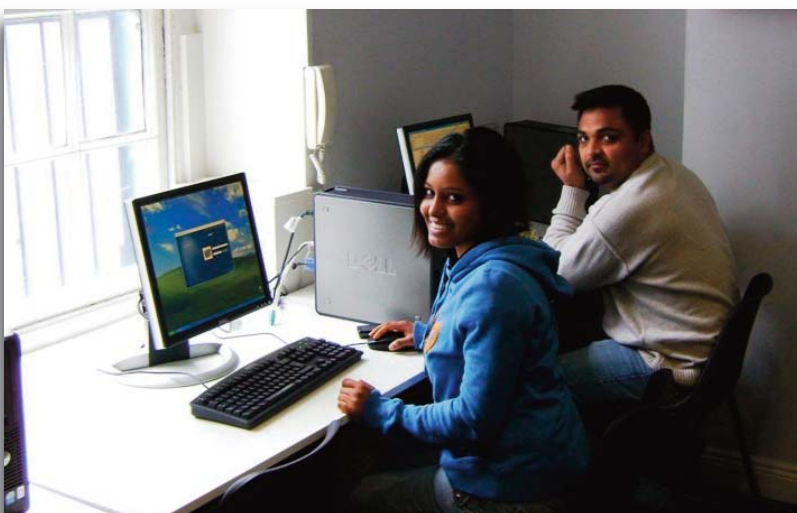
The NCBA provides a friendly, fun atmosphere in which to learn English. Our experienced and dedicated teachers make sure you get the most out of your time learning here.

At NCBA we pay close attention to assessment and monitoring of all learners.

Bright Modern Classrooms with Ready Access To Computer Facilities

From enrolment to course completion excellent teaching methods are complimented by computer access at all times. Our modern and bright classrooms conveniently located close to Dublin's St. Stephen's Green, together with our competitive course fees, make NCBA a wise choice.

- Free placement test
- Small classes
- Weekly progress report and feedback
- All course materials included in fee
- Flexible start dates
- Free Internet access
- No registration fee
- Beginners and one-to-one tests available



LCCI

**International
qualifications from EDI**

English language has become increasingly regarded as a crucial business skill. We offer the internationally-recognised LCCI/ECD qualifications, which are designed to be both practical and relevant to the modern business environment.

Social and Cultural Events

The NCBA recognises the importance of cultural and social activities to the English language learning experience in Ireland.

We arrange trips to nearby museums and cultural sites at various times during the year. Other social activities include visits to traditional music venues, the theatre and sporting events. This programme of social and cultural activities is designed to enable learners to practice English in a social setting.



NATIONAL COLLEGE OF BUSINESS ADMINISTRATION

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NCBA is accredited by LCCI / EDI

