



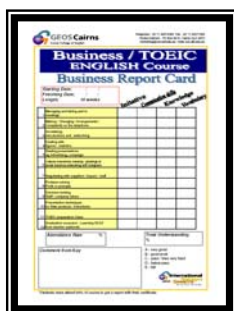
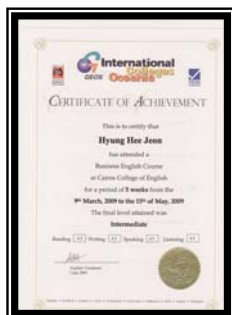
# GEOS Cairns

Cairns College of English



## *Students who wish to:*

- *Improve English skills fast rate.*
- *Find a job in Hospitality/Sales and Marketing/Office / Finance / Banking/Commercial/Retail*
- *Get a higher TOEIC score*
- *Understand the News and business trends*
- *Learn vocabulary*



## *Course Features*

- **Learn up to 2000 business words**
  - **Build confidence doing English presentations**
- **Practice Grammar with Business English Content**
  - **Do role plays in realistic Business situations**
- **Reading and Comprehension of Financial Literature**
  - **TOEIC test preparation**
- **Home work every night / Checked next day**

**\*\* Start any Monday - Minimum of 5 weeks \*\***

*"... The most awarded English language school in Cairns."*

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CRICOS: 01412E

# weekly contents

Week1	Week2	Week3	Week4
Managing and taking part in meetings	Making / Changing / Arrangements / Complaints on the telephone	Socialising: introductions and networking	Dealing with figures / statistics
Week5	Week6	Week7	Week8
Starting presentations eg Advertising, campaign	Cultural Awareness meeting / greetings at social functions networking with foreigners	Negotiating with suppliers / buyers / staff	Problem-solving Profit or principle
Week9	Week10		
Decision-making Staff / company future	Presentation techniques for New products / Advertisements		