



Learning Overview

Skype English School specialises in delivering English lessons tailored for individuals that want to improve their communication skills. We tailor your lessons to suit you and your learning needs. We use world renowned programs in planning your lessons, we actually prefer to create our own learning materials. By doing this we can ensure that it is relevant to your learning objectives and therefore a much better return on investment.

Our Approach

We use a variety of resources and scenarios which may include some of the following:

- **Role-plays**
To provide the learner with real life situations in context for practicing using the language effectively.
 - **Student-centered activities**
These are geared towards improving the learners confidence, fluency, talking speed, discourse management, and cultural awareness.
 - **Casual and social element**
To make the class an emotionally enjoyable experience and put them in a position to be able to comfortably converse in an informal manner.
 - **Formal and professional element**
To develop the learner's business communication skills, within the work environment.
 - **Practical communication skills**
We focus on learning new vocabulary and how to use it appropriately.
 - **Speaking Games**
These are an effective way to motivate participants to speak fast and are used to review vocabulary and Improve fluency.
- Useful Language and standard phrases for the various communication skills.**

Homework

In order to speed up progress in learning English, written homework assignments will be set and marked by the instructor with relevant feedback on English grammar, style, cohesion and vocabulary for future improvement.

Resources

We utilise a variety of quality resources including text books to allow for self study and revision outside the training class. Listening will be based around high quality, real life professional audio recordings. The course book will also be supplemented by other specialised materials including videos.

Business English

Main topics proposed at the beginner level include personal identification, introductions, job duties and routine work life, telephone English, participating in meetings, leisure activities, travel, relations with colleagues, geographical location and the environment. Some social English (including conversation English) may also be included. Each class may have a writing element and the major written communication forms may be covered, including email, fax and letters.

More advanced classes include work on meeting skills, negotiation skills and business presentation skills as well as advanced business English writing skills.

The aim of all our lessons is to enable you to communicate fluently, confidently and effectively in English.

You may also wish to focus on a specific area most relevant to your learning needs. We are totally flexible and will design and develop your learning around your exact needs and learning objectives.

What makes us different?

First and foremost all our teachers are native English speakers which means English is their first language. Secondly all of our teachers are qualified.

You are able to learn at your own pace focusing on your unique learning needs. Everyone learns in a different manner which is why we create individual plans. You learn when you want to learn.

Our programs are based around you not the other way around.



[FIND OUT MORE](#)

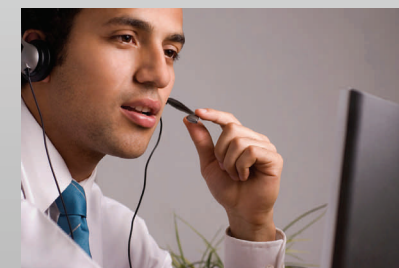
Why Learn with Skype English School ?

FREE TRIAL LESSON!!

- ▶ All of our Teachers are "Native English Speakers"
- ▶ Private one to one lessons
- ▶ Learn from your own home or office
- ▶ You choose when you want to study
- ▶ Lower cost than many traditional English Schools
- ▶ All you need is a computer, headset, and Skype
- ▶ Rapid increase of your English skills

How do we save you money?

- ▶ Private Lessons 75% less expensive than traditional schools
- ▶ No transportation costs to get to and from lessons
- ▶ Value packages help reduce costs even further
- ▶ No registration fees
- ▶ No monthly fees
- ▶ No mandatory text book fees



Skype English School

Learning English Beyond the Classroom

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Discussion and Meeting Skills

- Expressing opinions confidently and directly
- Participating in formal meetings
- Developing a logical argument and balancing
- Persuading, influencing and being diplomatic
- Leading and controlling formal business meetings
- Eliciting, clarifying, interrupting and interacting



Public Speaking and Presentation Skills

- Planning and structuring a short presentation
- Impromptu speaking skills and lateral thinking
- Body language and Non-verbal communication skills
- Describing graphs, charts, tables and visual aids
- Varying tone of voice and effective use of body language
- Elicitation techniques for involving the audience
- Methods of interacting with the audience



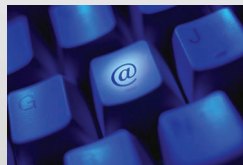
Telephone Skills

- Opening and closing calls courteously
- Exchanging information and pronouncing numbers
- Dealing with customer enquiries and queries
- Making arrangements and confirming logistics
- Handling complaints and apologizing
- Common Technical Problems on the Phone



Crucial Negotiation Skills

- Opening negotiations and building rapport
- Talking tentatively, qualifying and clarifying
- Bargaining, proposing and making concessions
- Proposing ideas, terms and making conditions
- Employing strategy, tactics and checking understanding
- Coming to an agreement and making compromises

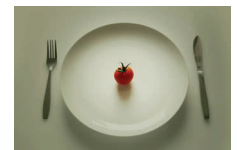


Professional Email Writing

- Guidelines for effective business email writing
- Opening, closing and handling customer enquiries
- Being personal, friendly and building rapport
- Developing a systematic and cohesive writing style
- Responding to requests for information and action
- Understanding style and tone and building rapport
- Apologizing by email in an appropriate manner

Socialising and Networking Skills

- Business introductions and dining out with clients
- Talking about yourself, your work and company
- Meeting at airports, hotels and boardroom etiquette
- Starting casual small talk about appropriate topics
- Techniques for developing a conversation
- Making requests, offering help and networking



Travel English

- At the Airport
- Renting a car
- Booking a hotel
- Asking for Directions
- Dining at a restaurant
- Shopping and more
- Talking to strangers

We will empower you with sharper business acumen and enhanced communication skills.

The activities are designed to equip you with practical and useful skills that can be used immediately. We will challenge your way of thinking about the world. We will help you to understand other cultures better. It is our aim to provide you with the various skills to be utilised in both business and social situations.

We encourage learners to be themselves and express themselves in English. Our teachers create a friendly and relaxed atmosphere in which participants can practice their new communication skills with confidence.

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