



Corporate English Programmes
企業英語課程



Discover A New Language Training Initiative

English for Asia introduces an opportunity for organisations and individuals to experience customised English language training.

啟發全新的 語言訓練方法

亞洲英語為個人及企業提供度身訂造的專業英語培訓。

We understand each company has its own unique brand image and corporate culture, and we ensure that these standards and ideals are encompassed into your language training programme.

We Listen

We will carefully design your corporate English course to match your training needs and standards, covering the specific language that you want to implement throughout your organisation.

Our courses and course materials are tailor-made to your requirements. Instruction is provided in an entirely English-speaking environment to ensure effectiveness and realism. Training is most effective when provided to individuals or small groups (12 to 16 participants), although larger groups can be accommodated if requested.



• Pre-course Test and Report

We assess each trainee prior to the start of a course, using an international English language grading system. This identifies the language needs of trainees and ensures that our courses are pitched at exactly the right level. Results are summarised in a report, providing you with an accurate indication of current staff levels and skills, and suggesting effective course and syllabus direction.

• Tailored syllabus development

Your company objectives, together with the information gained from the Pre-course Test, allow us to tailor-make a syllabus to target your needs.

• Post-course Test and Report

Trainees are re-tested upon completion of the course, to document their progress. Findings are summarised in a final Report.

International Syllabus

Working closely with our international examination partner, Trinity College London, our courses are kept up-to-date with international standards, including the UK's Qualifications and Curriculum Authority (QCA), and the Council of Europe's Common European Framework of Reference (CEFR). This enables us to prepare our materials and grade your workforce's English ability against a globally recognised English standard. There is also the added option of taking one of our international examinations to chronicle your staff's progress.

We Deliver

Our team of qualified native English speaking teachers have years of experience in conducting courses for some of the region's largest and most prestigious companies. We guarantee that you and your staff will find your customised English programme focused, beneficial and engaging. All of our courses include:

• Certification and Accreditation

For all courses of 20 or more hours, we will provide each participating trainee with a graded certificate (designed and printed in collaboration with your company). Additionally, we can enrol local staff members onto the DSEJ's Lifelong Learning Reward Scheme, providing personal accreditation and recognition for their training endeavours.

Upon completion of every programme, a copy of the course is presented to you. Courses can also be translated and taught in any major international language. Let us know your requirements and we will provide a complimentary course outline and quotation.

Confidential One-to-One Lessons

We understand that some clients prefer to study in a one-to-one environment in the privacy of their own office. Whether you require a series of lessons to prepare for an upcoming event, or general day-to-day communication skills to help you conduct meetings or presentations, we can provide a flexible programme that can be delivered on-site, at a time that suits you.

我們明白，每間公司都擁有自己的獨特品牌形象及企業文化；而我們有需要將這些標準及理想，完全融入為員工提供的培訓計劃之內。

我們聆聽

我們將會詳盡而仔細地為閣下設計企業英語課程，滿足嚴格和專業的培訓要求及標準，全面提供企業內部對特定英語的需求。我們的培訓計劃將按閣下的需求而度身訂造，按全面而實用的英語環境編製，以提升課程對培訓人士所帶來的實際功效。培訓計劃最適合個別或小組(12至16人)參與，而較大的組別則可按要求提供。



• 課前測試及報告

課程開始前首先進行評估，以國際英語標準及評級制度來作出評核，先了解學員的語言的水平，令課程定位更能配合他們的實際需要。測試結果會以報告形式提交，清楚列出學員現時水平與能力，同時並作出課程建議與課程大綱。

• 度身訂造的課程大綱

我們將按照閣下公司的發展藍圖，加上課前測試，訂定專業而且適用的課程大綱，全面滿足閣下的需要。

• 課後測試及呈報

我們會為完成課程的學員進行評估，學習成果會先作筆錄、總結，然後再作書面報告。

國際課程大綱

我們與英國倫敦聖三一大學緊密合作，提供的課程達到國際標準，包括英國資格及課程局、歐洲共同框架參考局的認可等；我們按國際認可的英語水平標準去預備教材，以及對閣下的員工進行評級。此外，我們亦可讓閣下的員工參加我們提供的其中一項國際考試，協助他們提升學習進度。

我們有能力勝任

我們的講師全部均以英語為母語，擁有多多年教授本地區最大、最著名企業英語課程的經驗。我們保證，閣下與每一位員工，將能體驗一個專門為各位度身訂造的英語課程，培訓集中，功效顯著。

• 證書及學歷認可

凡參與二十小時或以上的課程，我們將會向每一學員頒發評級證書(由我們與閣下公司聯合設計及編印)。此外，我們亦能夠為本地職員申請加入教育暨青年局的終身學習獎勵計劃，為他們提供個人學歷認可，供他們日後參加培訓之用。

當每一課程完結後，閣下將會獲提供課程副本乙份。此外，課程亦可以任何國際語言教授。

請賜垂詢，我們可為閣下提供免費課程大綱與報價。

絕對保密的一對一課程

我們理解部份客戶喜歡在自己的辦公室，以一對一的方式進行學習。無論您需要一系列的課程來準備即將舉行的活動；或需要加強日常的溝通技巧，以協助您進行會議或專題介紹，我們均可為您提供靈活方案，以及一個專門為您而設的時間和場地。



In addition to our range of Business English courses, we also offer:

Corporate Presentations and Workshops

For competent English language users and management staff, EfA offers corporate presentations and interactive workshops on relevant topics such as:

- Business Skills, (communication, planning, productivity, business creativity)
- Essential Presentation Techniques, e.g. using visual aid, rehearsing tips, rule of three
- Public Speaking for Business Leaders
- Effective Communication and Negotiation
- International Business Etiquette, Culture and Manners
- Other, customised, workshops available on request

Contact us today, to up-skill your staff with one of our professional workshops.

除一系列的商務英語課程外，我們亦提供：

企業演說及工作坊

亞洲英語學習中心提供有關企業演說及互動工作坊的議題，適用於英語使用人士及管理人員，包括：

- 商業技能（通信、規劃、生產力、企業的創造力）
- 基本的演說技巧，包括：使用圖像支援、排練提示、“三”之規則
- 為商界領袖而設的公開演講
- 有效的溝通和談判技巧
- 國際商務禮儀、文化和風俗
- 根據要求而設的其他工作坊

請即與我們聯絡，利用專業的工作坊來提升員工的英語水平。

Contact us

For a free consultation meeting to learn more about our range of language training services please call **2870 5784** or email mce@englishforasia.com

聯絡我們

如欲查詢我們提供的語言服務，請電**2870 5784**或電郵 mce@englishforasia.com。

English for Asia

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終身學習獎勵計劃
Lifelong Learning Reward Scheme

TRINITY
REGISTERED EXAMINATION CENTRE