



# Business English for Professionals

Do you often feel your English needs some more practice? In this training programme we will provide you with various platforms where you will further develop skills in speaking, reading and writing. The course will also present a number of tools that can be used on a day to day basis in a business environment and where the use of the English language is required. The dynamic content is a balance between a study training programme and a cultural fun experience.

Improve your Business English skills in the warm climate of Malta and in a setting where communication between businesses is conducted in English. Choose any one programme from the following:

## Dates:

Programme 1	October	19-25, 2014
Programme 2	November	23-29, 2014
Programme 3	January	18-24, 2015
Programme 4	March	01-07, 2015

## Intrigued?

Read on and learn more about this whole fascinating week!

Presented by



*a local experience that will enrich lives around the globe*



## Enrol Today!

### 4 easy ways to apply:

- **On-line:**  
[www.discerngroup.com.mt](http://www.discerngroup.com.mt)
- **By email:**  
[info@discerngroup.com.mt](mailto:info@discerngroup.com.mt)
- **By phone:**  
+356 21419127  
+356 79237295
- **By mail:**  
Discern Group  
Triq Censu Bugeja  
L-IKLIN. IKL 1050  
MALTA

In Collaboration with



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## Business English for Professionals

This 5-day training programme will provide business executives and managers with the necessary methodology, tools and practical knowledge to meet with the growing demand of business communication.

### Dates

Programme 1	October	19-25, 2014
Programme 2	November	23-29, 2014
Programme 3	January	18-24, 2015
Programme 4	March	01-07, 2015

### Duration

Monday to Friday from 09.00hrs to 16.30hrs

### Places

Places are limited to a maximum of 15 participants.

### Location

#### Malta International Training Centre, Valletta - MALTA

The Malta International Training Centre (MITC) was established to support the financial services industry through the provision of technical training in, among others, Insurance, Risk Management and Financial Services.

### Course Content

The training programme will cover the following topics:

- ✓ Speaking, Reading and Writing skills
- ✓ Reporting to foreign managers
- ✓ Meetings
- ✓ Negotiations
- ✓ Social Skills
- ✓ Cross cultural communication
- ✓ Describing Trends
- ✓ Understanding Business News
- ✓ Presentations and Case Studies

### Entry Requirements

A basic knowledge of the English language is required to derive the maximum benefit from the course.



## Target Audience

The programme is particularly aimed at business executives and other employees who often conduct business using the English language.

## Fee

### €1800 per participating person and includes:

- ✓ Tuition and programme materials
- ✓ Hotel accommodation for 6 nights in a twin sharing room (*single supplement applies for single rooms*)
- ✓ 6 buffet breakfasts, 5 lunches, 1 banquet dinner
- ✓ 8 coffee breaks during the training programme
- ✓ 1 evening cultural tour in Malta
- ✓ 1 full day cultural tour to the island of Gozo
- ✓ Daily transport to and from the training centre
- ✓ All transportation, entrance tickets and guides needed for the cultural programme
- ✓ Full time Professional Programme Director

### €1000 per accompanying person and includes:

- ✓ Hotel accommodation for 6 nights in a twin sharing room (*single supplement applies for single rooms*)
- ✓ 6 buffet breakfasts, and 1 banquet dinner
- ✓ 1 evening cultural tour in Malta
- ✓ 1 full day cultural tour to the island of Gozo
- ✓ All transportation, entrance tickets and guides needed for the cultural programme

## Further Information

Discern Group  
Il-Harruba  
Triq Censu Bugeja  
L-IKLIN. IKL 1050  
MALTA.

Email: [info@discerngroup.com.mt](mailto:info@discerngroup.com.mt)  
Website: [www.discerngroup.com.mt](http://www.discerngroup.com.mt)  
Telephone: +356 21419127  
Mobile: +356 79237295



## Application and Payment Procedure

The application procedure is in 3 stages:

1. The application form below is to be filled and sent either by email to: [info@discerngroup.com.mt](mailto:info@discerngroup.com.mt) or by mail at Discern Group, Triq Censu Bugeja, L-IKLIN. IKL 1050. MALTA.
2. Successful applicants will receive the Stage 2 form with the invoice for the course fees. Payment is to be made by credit transfer to the bank account details provided on the invoice. Places on the course are not guaranteed until fees have been received.
3. Confirmation of place on course and visa support letter (if required).

Please contact the Programme Coordinator **Celine Farrugia** ([info@discerngroup.com.mt](mailto:info@discerngroup.com.mt)) or telephone **+356 79237295** if you have any queries.

## Cancellation Policy

1. Discern Group reserves the right to cancel the programme if a sufficient number of participants is not reached. In such circumstances any payments made to Discern Group, will be refunded in full.
2. If a registered participant withdraws from the programme 30 days before the start of the programme, Discern Group will reimburse payments received in full. No reimbursement will be made after this date.

## Visas

If you are a visa national, it is compulsory to apply for entry clearance before you leave. It is your responsibility to apply for a visa at your nearest Maltese Embassy or High Commission, before you travel to MALTA.

Please allow a minimum of 6 weeks for your visa application to be processed. Costs for making applications and travel to a visa issuing centre are the applicant's responsibility.

## Participants' Responsibilities

Participants are responsible for arranging their own international flights. You should also ensure you have health, travel and cancellation insurance for the duration of the course and as outlined above, apply for any required visa documentation in good time.

During the course, lunches, coffee & refreshments, breakfasts, and one banquet dinner are provided. We advise participants to have sufficient funds to cover miscellaneous expenses.

Participants will receive a certificate on completion of the course, but only if they have participated fully and attended all the sessions. Where mitigating circumstances apply (e.g. ill health), the Programme Coordinator will decide if a certificate can be issued.

## Application Form

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Job Title \_\_\_\_\_

Email address \_\_\_\_\_

Passport no \_\_\_\_\_

Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of your organisation \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone no \_\_\_\_\_

### Choice of programme

*(tick one box)*

- |                          |                    |                 |                    |
|--------------------------|--------------------|-----------------|--------------------|
| <input type="checkbox"/> | <b>Programme 1</b> | <b>October</b>  | <b>19-25, 2014</b> |
| <input type="checkbox"/> | <b>Programme 2</b> | <b>November</b> | <b>23-29, 2014</b> |
| <input type="checkbox"/> | <b>Programme 3</b> | <b>January</b>  | <b>18-24, 2015</b> |
| <input type="checkbox"/> | <b>Programme 4</b> | <b>March</b>    | <b>01-07, 2015</b> |

- Airport Transfers

Airport transfers can be provided at charge of €25.00 per trip up to two persons

Yes No

- Accompanying Persons

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Title (Ms, Mr, Dr) \_\_\_\_\_

## The Maltese Islands - Malta, Gozo and Cominio

The Maltese archipelago, situated virtually at the centre of the Mediterranean, consists of three islands: Malta, Gozo and Comino. Malta is the largest island and the cultural, commercial and administrative centre. Gozo, which is more rural in character, is the second largest island and can be reached by a 20 minute ferry trip from Malta. Comino is largely uninhabited.

Malta and Gozo are richly layered with historic and architectural legacies of the past. The megalithic temples, which are known to be the oldest free standing temples in the world, are UNESCO world heritage sites. Valletta, a four hundred year old fortified city, is Malta's capital - a masterpiece of baroque architecture and fortifications built by the Knights of St. John. In 2004, Malta joined the European Union, and just recently the use of the Euro currency was adopted making it the official currency used on the Maltese islands.

Maltese cuisine, which today is mainly based on a Mediterranean diet, is the result of a long relationship between the Islanders and the many invaders who occupied the country over the centuries. Most popular are, Lampuki Pie (fish pie), Rabbit Stew, Bragioli (beef olives), Kapunata, (Maltese version of ratatouille), and widow's soup, which includes a small round of Gbejniet (sheep or goat's cheese), and Bigilla, a thick pate of broad beans with garlic. The snacks that must be tried are 'hobz biz-zejt' (round of bread dipped in olive oil, rubbed with ripe tomatoes and filled with a mix of tuna, onion, garlic, tomatoes and capers) and pastizzi (flaky pastry parcel filled with ricotta).

More information about Malta can be found at [www.visitmalta.com](http://www.visitmalta.com)



**Discern Group**

travel study property

*a local experience that will enrich lives around the globe.*

Discern Group, is a diversified incoming travel organisation focused on enhancing people's lives by providing knowledge and hands on learning experience on the Mediterranean island of Malta, long known for the hospitality and rich cultural heritage of its people. Discern Group aims to integrate the local experience into every programme it offers so as to render a holistic understanding.

Based in Malta, Discern Group has a team with many years of experience in hosting students and adults from all over the world and coordinating educational programmes on an international level. The Group, which operates on three business lines, namely Travel, Study and Property, has a number of local and international networks and is always on the lookout to generate new leads in order to provide the best service to the customer.



SforStudy is registered in the United Kingdom, but is a truly global agency with links and partners in many locations. Regardless of where you are from and where you want to go, we are confident we will be able to assist you. Studying abroad is an important decision and our highly experienced SforStudy counselors will work to help you find the most appropriate institution and programme. The Counselors have all travelled and studied abroad and have significant knowledge about international education.