

Five day Insurance English Programme

Day One	Day Two	Day Three	Day Four	Day Five
<p>Insurance terminology in context (1)</p> <ul style="list-style-type: none"> • Classes • Processes • Principles 	<p>Insurance terminology in context (2)</p> <ul style="list-style-type: none"> • Classes • Processes • Principles 	<p>Insurance terminology in context (3)</p> <ul style="list-style-type: none"> • Language review • Describing market trends • Using numbers with clarity 	<p>Effective Writing (1)</p> <ul style="list-style-type: none"> • The 4Cs of good writing: Conciseness Completeness Cohesion Correctness • Style and tone 	<p>Effective Writing (2)</p> <ul style="list-style-type: none"> • Proofing, editing and self-correction • Writing review
<p>Meetings and Discussions (1)</p> <ul style="list-style-type: none"> • Chairing and controlling meetings • Stating and asking for opinions • Asking for and giving clarification 	<p>Meetings and Discussions (2)</p> <ul style="list-style-type: none"> • Agreeing and disagreeing • Handling interruptions • Decision-making & ending the meeting 	<p>Presentations</p> <ul style="list-style-type: none"> • Stating purpose, signposting and involving the audience • Describing/interpreting information • Summarising / making recommendations 	<p>Negotiations</p> <ul style="list-style-type: none"> • Opening the negotiation • Bargaining and making concessions • Accepting and confirming • Dealing with conflict • Closing the deal 	<p>Presentations and Negotiations Workshop</p> <ul style="list-style-type: none"> • Group exercise/ Role-plays • Individual presentations • Feedback and review

Five day Legal English Programme

Day One	Day Two	Day Three	Day Four	Day Five
<p>Civil v Common law systems</p> <ul style="list-style-type: none"> • Impact on language • Sources of law • Use of case 	<p>Commercial legal language</p> <ul style="list-style-type: none"> • Joint Ventures • Company law terminology 	<p>Non-contractual liability</p> <ul style="list-style-type: none"> • Liability and litigation terms • Procedures • Tort 	<p>Mergers and acquisitions</p> <ul style="list-style-type: none"> • Warranties • Takeover bid • Hostile takeovers 	<p>Language review</p> <ul style="list-style-type: none"> • Vocabulary consolidation
<p>Drafting contracts in English (1)</p> <ul style="list-style-type: none"> • Basic principles • Form and structure • Clauses <p>Skills focus: Legal drafting</p>	<p>Financial legal language</p> <ul style="list-style-type: none"> • Sources of finance • Debt/equity • Loans/bond issues <p>Skills focus: Language for meetings</p>	<p>Drafting contracts in English (2)</p> <ul style="list-style-type: none"> • Practical exercise: Agreements <p>Skills focus: Language for meetings</p>	<p>Case study</p> <ul style="list-style-type: none"> • Forming a Joint Venture (JV) <p>Skills focus: Negotiation in English</p>	<p>Case study</p> <ul style="list-style-type: none"> • Presenting the JV Heads of Agreement <p>Skills focus: Presenting in English</p>