



## Training and Testing for Accreditation

### Executive Short Courses

What are Executive Short Courses?

20-hour courses which train students in the language of a specific job function, such as meetings or telephoning, so that the students can perform with a higher level of competence and confidence in that job function.

Who are Executive Short Courses intended for?

Some business people are simply unable to follow a course weekly or bi-weekly language lessons. These may be managers with irregular work schedules or people who travel a lot with their work. Nevertheless, these people still need to improve their language skills in order to perform effectively in a variety of work-related situations. Therefore, this is the typical profile of those people who would be attracted to participate in an Executive Short Course. With this in mind, it is the client who decides how these courses will be scheduled.

Which courses are currently available?

International House Porto is developing courses in English, French, German and Spanish. Please see below a table of courses currently available.

#### Courses in English currently available:

Course	A1	A2	B1	B2	C1	C2
Meetings			Yes	Yes	Yes	
Presentations				Yes		
Telephoning			Yes	Yes	Yes	
Negotiation			Yes	Yes	Yes	Yes
Socialising			Yes	Yes	Yes	Yes
Business Writing			Yes	Yes	Yes	

The following courses are available from November 2009:

- **Spanish** for Meetings B1
- **Spanish** for Travel & Socialising A2
- **French** for Meetings and Presentations B1
- **French** for Telephoning A2
- **German** for Travel A2
- **German** for Socialising A1