

A1 Basic Language Training	<p>40-60 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>For people who have little or no knowledge of the language of their choice and need to start with the basics.</p> <p>The course can be tailored to meet your company's specific needs.</p>
Objective	<p>The aim of this course is to develop simple communication skills in the language of your choice.</p>
Content	<p>Speaking/Listening:</p> <ul style="list-style-type: none"> • Introducing yourself; saying hello and goodbye • Understanding, pronouncing letters and numbers • Asking simple questions • Giving and understanding personal details • Understanding and following basic instructions • Numbers and letters • Surviving in common situations including: in the shops, at the doctor's, public transport, in a restaurant <p>Writing/Reading:</p> <ul style="list-style-type: none"> • Understanding and completing standard forms with basic personal details • Understanding simple signs and advertisements
Vocabulary and grammar	<p>As relevant to the above situations</p>
Materials	<p>Business grammar book and/or skills textbook, CD Rom, online resources, company and job-related authentic materials.</p>