

## Working with languages: business language training at a level to match your needs

**“If I’m selling to you, I speak your language.  
If I’m buying, dann müssen Sie Deutsch sprechen.”**  
*(Former German Chancellor Willy Brandt)*

### Course summary

The language taught provides a good basis for both business and leisure contacts with speakers of other languages in their native tongue. The focus is on real everyday communication, together with the cultural context.

### Course aims

To take students from complete beginner to lower intermediate level.

### Course content

- Asking for and giving personal information.
- Describing places, products and organisations.
- Describing people, letters of recommendation, dealing with visitors, making appointments.
- Requests for information and services.

### Progression routes

We have an extensive programme of languages and levels to choose from: French, German, Italian, Russian, Spanish, EFL & British Sign Language. Bespoke language training is also available for non-European languages or for particular industry needs.

### Course duration and venue

This programme is suggested to be delivered in four sessions running from 10.00am to 3.00pm, either on consecutive days, weekly or, at times to suit your business such as lunchtimes or ‘twilight’ sessions. The training can be delivered at the Goldsmith Centre for Business, at our Stevenage Centre, or at your own premises (please ask for details).

### How to book

Call **01462 650246** or email [business@nhc.ac.uk](mailto:business@nhc.ac.uk) to register your interest. Our language team will then contact you to discuss your requirements, schedule the training, and prepare an estimate of fees. **Payment can be made by credit or debit card, cheque or invoice.**