

# Certificate in International Business English Training (Cert IBET)

"Great and stimulating experience - marks a milestone in my professional development."  
Katrin Lichterfeld - Germany



## About LTS

As a leading UK provider of **business English** and **intercultural communication** training, LTS has worked with global organisations for over 30 years. We were also one of the first companies to deliver courses leading to a qualification in **business English trainer training**.

Located very close to the heart of the UNESCO World Heritage City of Bath, the LTS training centre provides a convenient and convivial learning environment.

## The Cert IBET



Sara Helm



Rebecca Uttridge

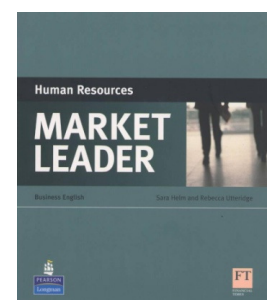
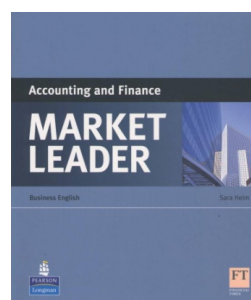
The Cert IBET is designed to develop teachers' ability to deliver quality business English training to their clients. This international qualification is offered in partnership with English UK and Trinity College London.

Business English trainers and authors, **Sara Helm** and **Rebecca Uttridge**, will draw on their extensive experience to guide you through your exploration of best practice in business English training.

## Our Publications

The LTS team have authored numerous well known **business English publications**. These include the *Business English Skills* series (Pearson Longman), the award winning *Teaching Business English* (OUP), several titles in the *Best Practice* series (Heinle ELT), six specialist titles in the latest *Market Leader* series (Pearson Longman), as well as contributions to the *In Company* series (Macmillan).

LTS online publications include materials for [www.market-leader.net](http://www.market-leader.net) and [www.onestopenglish.com](http://www.onestopenglish.com).



## About the course

A Bath fixed-date Cert IBET course consists of a five day face-to-face component (30 hours), followed by a two month online learning and assignment component (20 hours). There is a maximum number of 8 participants. We also offer a five day course-only option without the Cert IBET qualification.

To gain the Trinity Cert IBET certificate, candidates also need to successfully complete a 3000-4000 word post-course assignment, within twelve weeks of the end of the full course.

The minimum entry requirement is a Trinity Cert TESOL, Cambridge CELTA, or overseas equivalent. Teachers with 3 years' relevant teaching experience but without a formal TEFL qualification may apply to LTS for an assessment consultation.



## Cert IBET Course Programme: Five days (30 hours) face-to-face plus two months (20 hours) online

### Face-to-face training

#### Day 1

Introductions, objectives and expectations  
What is Business English?  
Current and future Business English trends  
Teaching active listening skills  
Social contact in business

#### Day 2

Business concepts and key language  
Strategies for extending business knowledge  
International corporate culture  
Telephoning and conference calling

#### Day 3

Needs analysis  
Syllabus design  
Methodology, approaches and techniques  
Teaching with technology

#### Day 4

Course design and timetabling  
Using and adapting authentic materials  
Teaching meetings  
Teaching negotiations

#### Day 5

Teaching presentations  
Using case studies and role plays  
Assessment and evaluation  
Teacher development

### Online learning

This component comprises a mixture of individual and group research, design and reflection exercises to develop the topics covered during the face-to-face training.

- Cross cultural communication styles
- Business writing
- Needs analysis and placement testing
- Using and adapting authentic materials
- Teaching with technology
- Syllabus design
- Course design and timetabling
- Lesson planning
- Professional development reflection
- Course assignment outline





## Fixed Course Dates

The five day face-to-face component will be run in Bath on the following dates:

**23-27 May 2011\***  
**5-9 September 2011**  
**5-9 December 2011**

*\*Bath International Music Festival*

## Other Course Dates

Courses can be delivered at LTS in Bath or at a **different location** on demand. The face-to-face component can be expanded as desired.

## Course Fees (plus VAT @ 20% where applicable)

Five day course	<b>Euro 625</b>	<b>GBP 520</b>
Full Cert IBET course	<b>Euro 840</b>	<b>GBP 700</b>
Assignment fee	<b>Euro 190</b>	<b>GBP 160</b>

## Accommodation

As a popular tourist destination, Bath offers a wide choice of places to stay. We can organise a hotel, b+b or host family - on a self catering, b+b or half-board basis - close to the LTS training centre and a very short walk from the city centre.



## EU Funding for Teachers

Teachers and trainers in adult education institutions in most European countries outside the UK can apply for Grundtvig in-service training grants to attend this course in the UK, under the EU Lifelong Learning Programme. Please contact us for help with your application.

The course number is: UK-2209-966-003

## Contact Details

[Sara.Helm@lts-training.com](mailto:Sara.Helm@lts-training.com)  
[Rebecca.Utteridge@lts-training.com](mailto:Rebecca.Utteridge@lts-training.com)

LTS training and consulting  
5 Belvedere, Lansdown Road  
Bath BA1 5ED, UK  
Tel: +44 (0)1225 448148  
Website: [www.lts-training.com](http://www.lts-training.com)

