

Business and Professional Communication



OUR INTENSIVE ENGLISH PROGRAMS HAVE BEEN TRAINING INTERNATIONAL STUDENTS AND PROFESSIONALS FOR OVER 30 YEARS!

BUSINESS AND PROFESSIONAL COMMUNICATION (BPC)

The goal of the BPC program is to offer you coaching and practice in using English in professional environments. You will build confidence in the key areas of business communications: telephoning, socializing with co-workers and customers, presenting a talk, participating in meetings, and negotiating a business contract. The curriculum encourages creative thinking, teamwork, and the development of interpersonal relationships. You will also join classmates and teachers for excursions and presentations by local business leaders to enhance and enrich your classroom experience. This course can be taken in either a 3 or 6-week session.

"(This was) a high-quality trip for the Business English course students. We could look inside a world-famous company's headquarters and learn about their way of energy management."
-Ha Lee

Course Dates & Fees

Classes are offered every summer in 3 and 6 week sessions.

Summer 2010	June 21 to July 9, 2010	\$1,490
	June 21 to July 30, 2010	\$2,790
	July 12 to July 30, 2010	\$1,490

Sample Class Schedule

Classes meet from 9:00am to 3:00pm. There is an hour lunch break from 12:00pm to 1:00pm. Every Friday, students will participate in all day field trips.

Monday:	Business Communication Strategies, Effective Meetings
Tuesday:	Powerful Presentations , Business Slang and Idioms
Wednesday:	Business Communication Strategies, Effective Meetings
Thursday:	Powerful Presentations , Business Slang and Idioms
Friday:	Excursions to local business sites and Bay Area landmarks

Program Features

- Immerse yourself in Silicon Valley business culture
- Build confidence in professional communications
- 20 hours of English instruction per week
- Weekly excursions or guest speakers
- Dedicated computer lab
- Small, friendly classes with experienced, professional instructors
- University ID card with free local transportation



Studies in American Language

San Jose State University
 IS Building Room 227
 San Jose, CA 95192-0215
 Phone: (408) 924-2660
 Fax: (408) 924-2669
 Email: info@salmail.sjsu.edu
 Website: www.sal.sjsu.edu

Please contact us for more information

