

English for Professionals (EFP) + Internship

An intensive business course offered in both Sydney & Perth combining Business English with a professional internship.

What is English for Professionals (EFP)?

English for Professionals is an **intensive** Business English program designed to prepare students with the language they need in an English speaking work environment.

Why are we offering it?

Kaplan Aspect Sydney is now offering its Business English program as an **intensive** course called English for Professionals. This is followed by an internship to allow students to practise the language they have learnt in a real life context and gain valuable work experience in an English speaking environment.

Course Content:

At the end of the course students will be able to:

- conduct meetings
- socialise at work
- use the telephone effectively
- negotiate
- write in the workplace (emails, letters, memos, reports, procedures etc.)
- deliver business presentations
- deal with customers
- apply for a job in an English speaking environment
- develop important skills such as conflict resolution and problem solving
- take part in complex discussions in areas like marketing, finance & management

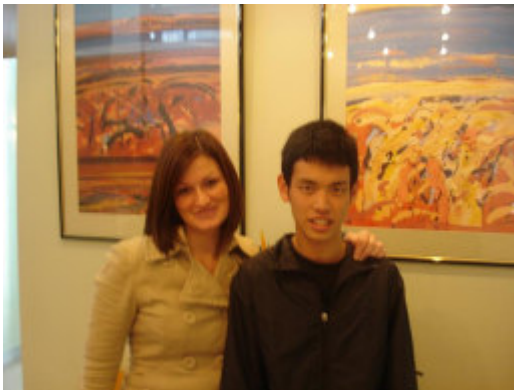
Course Outcomes:

- Certificate of Attendance, showing English level and Grades
- Certificate of Internship
- Reference from employer to add to the student's resume
- Articulation into Kaplan Aspect's accredited Diploma programmes in Business

Start Dates:

2008 – every Monday (or Tuesday where the Monday is a Public Holiday)

What our students say!



Maria Chiara (Italy) and Junya Horiuchi (Japan) are both studying EFP in Sydney

Maria chose the EFP course because she studied Economics and Business Planning in Italy. Maria is also enrolled in the **OPUS program** and is finding that what she is learning in EFP is helping her with her job in Australia. The language of Business is very important for both Maria and Junya for their future careers.

Maria: “The course is very useful because we learn about a lot of business topics so I have improved my business vocabulary. We use real life business articles in class which is great. I learnt about writing a CV and a covering letter to apply for jobs. The way this is done in English is very different from Italy. I would definitely recommend this course to students who plan to use English in their jobs in future.”

Junya: “the class is very challenging for me but also very rewarding. I gained a lot of knowledge which will help me in future. I enjoy the speaking activities the most because I need to practise using the vocabulary I know. One new thing for me was learning about how bosses give a ‘pep talk’ to their employees to motivate them. We don’t have this in Japan. I would recommend the course and I am planning to do an internship after I finish it.”

INTERNSHIPS AT KAPLAN ASPECT:

Kaplan Aspect Sydney is one of Sydney’s oldest internship providers. Over the years we have formed strong alliances with some of Sydney’s largest international companies. These companies are happy to host our students in various positions and within many disciplines.



NAME: Atsushi Ishitsuka
COUNTRY: Japan
COURSE: Internship
COMPANY: Insearch

The substance of the work was not so difficult for me. However, to understand what my boss said or to explain outcomes of my tasks were quite difficult for me because spoken and written English in the office were quite different from that in general lifestyle. From those thoughts, I noticed that I need to study English more and more. Although I struggled against those problems very much, my colleague gave me a lot of kindness and encouragement. So I am really appreciated them.

Atsushi was offered a paid job at the end of this internship.