

**Staff Training Week**  
**Foreign Languages with the Jagiellonian Language Centre**  
**13-17 July 2020**  
**Kraków, Poland**

**INTENSIVE ENGLISH LANGUAGE COURSE FOR UNIVERSITY STAFF**

**DATE:** 13-17 JULY 2020

**COST:** 200 EUR

**COURSE DURATION:** 25 teaching hours

**COURSE TITLE:** *Business English*

**COURSE LEVEL:** B2

**COURSE DESCRIPTION:** The aim of the course is to develop some aspects of Business English which can help in day-to-day work in administrative positions in a company.

**PARTICIPANTS WILL:**

- develop their business communication skills
- extend vocabulary necessary at work
- cover the following areas:
  - management
  - human resources
  - marketing and finance
  - cultural differences in business

**GROUP SIZE:** 10-15 participants

**REGISTRATION:** Please register by filling in the form and returning it by 30 April 2020 at: [alicja.waligora-zblewska@uj.edu.pl](mailto:alicja.waligora-zblewska@uj.edu.pl)