



## ***Career English Private Lessons***

***Get ready for your successful career!***

*MLI's Career English Private and Semi-Private Lesson course is designed for secretaries, receptionists, and office workers who need to take phone calls and respond to emails in English.*

### ***Class Modules***

***Module 1: Conversation and Phone Skills***

***Module 2: Pronunciation and Accent Reduction***

***Module 3: E-mail Skills***

***Module 4: Listening Comprehension***

*\*Enrollment at the beginning of any academic month.*

### ***Fees per 20-hour lesson package***

*Tuition \$1,200*

*Text & materials \$25*

*\*Discounts for semi-private lessons (2-4 students): 20-hour package \$950!*

*\*Schedule is flexible, but a minimum of two private lessons per week is recommended.*

*\*You must enroll at least one-month in advance.*

*\*Take in combination with our TOEIC course/test to be fully prepared for your future career!*





## *Career English Skills*

*MLI's Career English Skills course is designed for secretaries, receptionists, and office workers who need to take phone calls and respond to emails in English.*

- \* The emphasis is on practical career-oriented skills.*
- \* Students participate in MLI's Intensive English Program for four class hours each day (9:30 – 2:00), and then receive an additional two hours of special instruction on Mondays, Wednesdays and Friday (2:30-4:30).*
- \* Upon successful completion of the twelve-week course (including final exam), students will receive a Certificate of Mastery.*

### *Class Modules*

*Module 1: MLI Intensive English Program*

*Module 2: Instructor-Guided Conversation and Phone Skills*

*Module 3: Pronunciation and Accent Reduction*

*Module 4: E-mail Skills*

*Module 5: Listening Comprehension*

*This 3-month course is divided into 3 self-contained 4-week units. It can, therefore, be joined at the beginning of any academic month.*

### *Fees per 4 weeks*

*Tuition \$1,050*

*Text & materials \$25*

*Taken in combination with our TOEIC course, a \$100 discount applies.*

