

Business Training

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Business English Course

Business Training,
Sevendale House, Manchester, M1 1JB
England

Accredited by the Open and Distance Learning Quality Council

Award of Accreditation

ODL Quality Council

OPEN & DISTANCE LEARNING QUALITY COUNCIL

Business Training has been granted accreditation by the Open and Distance Learning Quality Council which was set up in 1969 as an independent body with the co-operation of the Secretary of State for education. The ODLQC is established for the public benefit to promote lifelong learning and in particular to raise standards within distance education. It does this by awarding, where appropriate, the status of accreditation in recognition that the activities of a particular college conform to such standards.

The accreditation process includes a rigorous assessment, by independent experts, of a college's administration, tutorial support, educational materials and publicity, to ensure that they meet the standards set by the Council. Accredited colleges are assessed for re-accreditation at intervals of not more than three years.

Issued with the authority of the Open and Distance Learning Quality Council, 44 Bedford Row, Holborne, London WC1R 4LL.
Visit: www.odlqc.org.uk.

European Association of Distance Learning

Business Training is a member of The European Association of Distance Learning. This is an international, non-profit making association comprising colleges, institutions and people involved with distance education.

The objectives of the EADL include the promotion of professional and ethical standards in distance education and the protection of students' interests. Members are required to follow a strict code of conduct to maintain the standards required by the Association.

The Business English Course

A good command of English can ensure your success. It can improve your chances of promotion, help you to a better job, increase your earning power and enhance your social life. In other words, it can greatly influence both your happiness and your prosperity.

After all, English is the most widely used language around the world. It is the mother tongue for more than 375 million people. It is the main business language for more than 1,200 million people and it is used regularly in all the commercial centres worldwide.

So, it is not surprising that people who are successful in their careers nearly always speak good English. Nor is it surprising that the most common qualification required for employment is competence in English. In these circumstances you are very wise to want to improve your English.

We can help you to do this through the specialist training of the Business English Diploma Course. This will teach you English and show you how to apply this to your work. At the same time you develop your spoken fluency until you are easily understood wherever you go. When you can talk fluently and effectively, write clearly and concisely, you will never again feel ashamed of your English.

E.H. Metcalfe - Principal



I have been in distance education since 1962, and a College Principal since 1968. My experience with many thousands of students has convinced me that to achieve success with a home-study course you need three things: (1) a well written, high quality course; (2) caring, helpful tutors; (3) regular conscientious study from yourself. I have gathered round me a first-class team of tutors and course writers to provide you with items (1) and (2). If you want to take full advantage of the training we offer you, then you must provide item (3).

Your Training

Your Business English training is conducted totally in English. It is divided into seven, easy-to-follow sections which lead to the award of a **Diploma in Business English**.

You begin by learning about the English language. Grammar is explained in a very simple way. You are shown how to develop a good writing style. You learn how to use punctuation properly, how to spell and how to develop your vocabulary. You then cover business writing – letters, reports, memos,

faxes and e-mail. You are shown how to organise business meetings, how to prepare the Agendas and write the Minutes. Throughout the course you are shown how to apply your new knowledge to your job.

You also learn about the principles of management: how companies are organised; how to increase efficiency in the office and how to become an **effective manager yourself! Finally, we show you how to get a better job. As you can see, you receive a thorough and practical training which will help your English and improve your career prospects.**

Your spoken English training comes on three C60 cassette tapes. You also receive a study guide, extensive practice exercises and a full transcript of the recording. You have 175 minutes of recording time and 180 practice exercises so that you can learn to speak English **clearly and distinctly.**

From page 9 of this booklet there is a detailed synopsis of the training we offer you. You should study this very carefully. Each section starts with a study programme and you work on your written English and your spoken English together. By following this programme, it will take you about eight months to complete your training and receive your Diploma.

That is a brief outline of the training we offer you. If you work hard at your studies, we are confident that you can be successful. In other words, the course can help you just as much as it has helped so many other people before you.

As you can see, the course concentrates on those aspects of English that are important to your work. **The whole emphasis is on developing your skills in English, so that you improve your efficiency and achieve success in your career.**

Training By Experts

Effective training can only be produced by experts. The Business English Course has been developed from the contributions of many successful people. People willing to pass on to you their experience, knowledge and skills.

There have been many contributors since 1973, when the course started, because your training is constantly updated. We cannot show all of them, but here are some of the most important ones.

E.H. Metcalfe – our Principal, has over 46 years experience of business and distance education. He has helped thousands of students – all over the world – to be more successful.

Mrs. F.D. Nadin – our Director of Studies has been with us since 1977. She is an honors degree graduate in English and has been helping students for many years.

K. Rawson-Jones – is the former Director of Studies at the UK's largest distance learning language school. He is an expert in producing language courses on cassette tape and is responsible for your spoken English training.

Director of Studies
Mrs F.D. Nadin



The Director of Studies is responsible for the course contents and the work of all the tutors. She makes sure that we maintain our high standards. Mrs Nadin is an honours degree graduate in English from Nottingham University, and she has worked in distance education since 1977.

K. St. Ruth – is qualified both as a teacher and an administrator and specialises in helping students for whom English is a foreign language.

M.J. McNulty – is a graduate of Cambridge University and a very experienced teacher of English. His particular contribution is English grammar.

Dr. P. Wright – as former Head of English at Salford University, he specialises in teaching English to students outside Britain. He is a successful author and lecturer with many years experience.

All these people have made important contributions to the Business English Course. They have provided a high quality training programme which can really help you to develop a good command of English.

Expert Guidance

However, for your training to be really effective, you need more than just high quality tuition material. You also need **personal guidance and advice** from expert tutors. You certainly get this with the Business English Course.

At the end of each section there is an examination paper which you complete and send to us. While you are waiting for this to be returned, you continue studying the next section.

Here in Manchester, your examination paper is assessed by an expert tutor. The marks you have earned are awarded. Your tutor then gives you detailed comment on your progress and guidance for the future. **You will be shown how to overcome weaknesses and reassured on your strong points.** Your tutor will provide constructive comment and do everything possible to help you develop your English.

When your examination paper is returned to you, more study material is also sent. This means you should always have some study material with you. The way your training is conducted is very simple. We have been using this method since we started in 1973. It has enabled thousands of students, in over 80 countries, around the world, to successfully complete their training. **If it has worked for them, then it should also work just as well for you.**



Your Study Programme

Another reason why so many students successfully complete their training is because the course is so flexible. When a point needs extra attention, you are able to concentrate on it – because you are studying in your own home. There are none of the disruptions that you would have in a classroom. You can concentrate on what is important to yourself.

There is no pressure on you and there are no time limits. You can take as long as you like. This means that you can work at your own pace.

As soon as you enrol, your first two sections, and the first cassette of your spoken English training, are sent to you by airmail. Each section is completely self-contained and all the study material you need is in the section itself. You do not have to buy any extra text books. However we do expect you to have a good dictionary.

At the beginning of each section there is a detailed study programme to follow. This divides each subject into easily understood units. With regular study – preferably some each day – you will be surprised how quickly your knowledge of English increases. By keeping to this plan, you should be able to finish your training and receive your Diploma in about eight months' time.

As soon as your fees are received here in England the first sections of your study material will be sent to you by airmail.

Developing Your Spoken English

You will find that the spoken English training is a really interesting part of your Business English course. It is also an important step in helping you to acquire a good command of English.

When developing your written English, the Business English course constantly makes you read and write – it makes you practice. The same is done with your spoken English training. In fact, you learn to develop your spoken English in the same way that you developed your mother tongue. You listen, then you speak.

You start by practising the sounds and words you hear on the tape until you can pronounce them clearly. You quickly progress to whole phrases and sentences – and then you play the roles of the different characters yourself. In addition, there are listening, comprehension and fluency exercises. These give you plenty of practice and plenty of talking to do. **The course is lively, interesting and lots of fun to follow.**

The recordings have been made by professional broadcasters, actors and actresses. They have the clearest pronunciation and provide excellent examples for you to follow. This means that you learn to speak English clearly and distinctly. By the time you have finished you should have every confidence in your spoken English.

Develop Your Management Skills



In addition to helping you develop your English the Business English Course also helps you to develop your business and management skills. This in turn helps you to progress in your career. You can see from the course outline how much instruction you receive in these subjects. You are shown how business and companies are organized. You learn about the principles of management: financial control; how banks, accountants and lawyers help businesses; how to motivate and control staff. You are also shown how to improve your own efficiency in the office and how to become a better manager yourself! With help like this, you can see why **so many Business English Course students get better jobs for themselves.**

Your Guarantees

As you can see, we have to provide very high standards of tuition and service. But, we go well beyond the minimum standard required, **and give you three extra guarantees for your protection.** These are:

1. You have the first sections of your course, on trial, for a full month. If you do not like them, send them back, and the money you have paid will be refunded in full. This gives you plenty of opportunity to inspect the course, and satisfy yourself that it is the right training for you!
2. If your first examination paper indicates that your English is not good enough to understand the course we will tell you so and refund the money you have paid. This does not happen very often, but occasionally it is necessary. You can then do some more basic training and come back to us at a later date.
3. If you complete your course and do not achieve your Diploma qualification we will refund your fees in full.

These guarantees are your safeguards of a fair deal from Business Training. Since 1973 thousands of students have successfully completed their training. This shows that our methods do work – and proves the high quality of the training on offer to you.

Student Case Studies and Success Stories

“Five months after joining I was promoted to be assistant of Finance and Accounting. My salary was increased and I was given a car.”

Alfonsus Rosmana, Indonesia

“I am a Verbatim Reporter employed at the Industrial Court in the service of the Government of Trinidad and Tobago. There is little opportunity for promotion or wage rises as a Verbatim Reporter, however, since joining Business Training I know I have gained something more. I feel more empowered to try new projects and whereas before, I would have been fearful to approach and speak to people, I no longer am afraid to speak publicly or to give my opinion before a crowd.



“Business Training has helped me to become a more outgoing person and has given me the confidence to start my own tuition business. I tutor primary school students in basic English Grammar and I help prepare secondary school students for the Caribbean CXC ‘O’ Level English Examination in the evenings and on Saturday mornings.

“I have also volunteered to be a member of the Health and Safety Committee which the Industrial Court wants to introduce.

“I would like to thank Business Training for giving me the opportunity to participate in such a wonderful course of training. On receiving my Diploma I felt such a great sense of achievement.”

Eugenia Thomas – Trinidad

“Since receiving the Business English course my knowledge has improved significantly. It has enhanced my ability to create text constructively, efficiently and precisely. It enforced effectiveness in my teaching career and also helped with writing essays, survey reports and other tasks towards the achievement of my Bachelor Degree in Special Education.

“Recently I have been appointed from a base level officer to a Regional Co-ordinator for the Deaf Education in Papua New Guinea. My wages have doubled and other benefits and allowances added, including a scholarship package for further advancement.

“The knowledge from Business Training in Business Management has helped me to start a small scale retail shop registered as Blue Man Trading. Within five months of starting it has proven to be highly profitable. I now employ three permanent workers.

“The Business English course is a flexible learning programme, yet the skills, knowledge and the attitudes you gain can be a stepping stone to prosperity. I highly recommend Business Training to anyone.”



Leslie Kitno – Papua New Guinea

“After I showed My Diploma to my employers, they raised my salary by 30%.”

Hussein El Saneh, Lebanon

The Level Of English Required To Study The Course

The Business English course is conducted entirely in the English language. Even though it is easy to understand, you will still need a basic knowledge of English to start. But if you can understand this booklet, you will certainly be able to understand the course. You can then enrol with complete confidence, knowing that you can benefit from your training and acquire a better command of English.

How To Start

You do not need any formal qualifications to enrol on the Business English Course. All you need to do is complete the 'Application for Enrolment' form which you will find at the back of this booklet. Full details of your fees and the easy payment terms are on this Application Form. You simply fill this in, and follow the instructions for sending your fees shown on the back of the Application Form. If you have any difficulties, go along to your nearest bank and ask their advice. You do NOT have to have a bank account to transfer money through a bank. Finally, post your Application Form, together with your fees or a copy of your bank draft, to us.

APPLY NOW – and, as soon as your application is accepted, we will send your first study material by AIR MAIL. You will then be on your way to a better

command of English. Later on, as you become more and more successful, we hope you will look back with pleasure to the day you placed your English training in our hands.

Student Case Study

“Before I joined Business Training I was afraid to speak English. I could not express myself in public because I feared making mistakes.



“After attaining my Diploma in Business English with a Distinction, I became confident of myself and I am now able to read, speak and write with confidence.

“I was a co-ordinator for Forgotten Africa Uganda, a Non-Government Organisation which endeavours to meet the needs of the needy who include among others orphans, widows, the aged and other disadvantaged people. Since receiving my Diploma I have been promoted from being a co-ordinator to the position of Director of Forgotten Africa Uganda. My wage has trebled.

“I have travelled to UK and USA and spoken with confidence to 10 gatherings about Forgotten Africa and why it needs supporting.

“I have also written project proposals which have brought quite good money to Forgotten Africa Uganda.

“I attribute these achievements to Business Training. I give a vote of thanks to all the trainers for the tremendous work they are doing.”

Helen Kweteisa – Uganda

Student Case Study



“Before joining Business Training I was working at a bank in Jamaica as a customer service representative. After I received my Business

English final results I applied for college in the USA and I was accepted and received accreditation from all my English courses.

“I am now living in the USA and working in the hotel industry. Ten months into my job as a front desk agent I showed my manager my Diploma in Business English with Distinction. I was promoted to Front Desk Supervisor and Night Auditor with a 25% increase in salary.

“Since completing my Business English course I am now able to speak English fluently to all the Business Executives at my job. At all times I am complimented on how well I speak and how professionally I handle my duties. The Business English course has allowed me to be more confident when I speak. This course has been a milestone achievement for me.

“I would recommend the Business English course to anyone who wants to improve their English, learn more about the business world or to widen their management techniques. This course can also be used to improve one's personal qualities required for a good manager. Since completing my course I have been encouraging my co-workers, friends and family members to sign up and start this impressive course that will not only improve their way of life but also empower it. Well done Business Training, you are doing a fantastic job, helping people to grow both professionally and personally.”

Dahlia Ewers – USA

Your Diploma

Below is a photograph of your Business English Diploma. To qualify for your Diploma you must obtain an average mark of 50% on your examination papers throughout the course. When your average mark is 66% to 75% a Diploma with Credit is awarded. An average of over 75% qualifies you for a Diploma with Distinction.



Naturally, we want you to qualify for your Diploma, but it is not issued automatically. You have to earn it by working hard, by regular study and by completing your course. You cannot buy a Diploma from Business Training.

But if you complete the study programme we give you, then you should qualify for your Diploma. **You will then be able to face the future with confidence because the knowledge and ability your Diploma represents will enable you to take full advantage of the opportunities that come your way.**

SYNOPSIS OF THE BUSINESS ENGLISH COURSE

Important

Throughout the course there are many examples and case histories to guide you. In the course outline below, there is not enough room to show you all these examples, but you can be sure there are plenty of them.

The Business English Course has been written in an interesting and easy-to-understand way. If you can understand this booklet then you will be able to understand the course itself.

Now please read the course outline carefully. When you see how thorough the training is you will understand why Business Training students are successful. You will also understand why the Business English course, together with your willingness to work hard, can help you to acquire a good command of English.

Section 1

Module 1: English Grammar (I)

Introduction – welcome to Business Training. An introduction to English grammar – the importance of word order – the structure of the simple sentence – how to start building sentences – exercises 1 and 2 – the eight parts of speech – the different types of noun – plural nouns – exercise 3 – gender – initial capital letters – articles, how to use them – exercises 4 and 5 – pronouns – personal pronouns – possessive pronouns – relative pronouns – ambiguous pronouns – other pronouns – exercises 6 to 8 – verbs and how they are used – exercise 9 – the idea of person – how to form and use verb tenses – present tense – present continuous tense (and important exceptions) – exercise 10.

Module 2: Comprehension

Making sure you understand what you read – for finding information – for making notes and summaries – for enjoyment – for examinations – exercises 11 to 15.

Module 3: An Introduction to Business

What is business? – the importance of profits – how profits are distributed, illustrated by a case history – the importance of price – cost plus method – the effects of competition – monopoly – government influences – durability of goods – distribution costs – supply and demand – channels of distribution – direct distribution – the retailer – the wholesaler – exercise 16 – summary – Section 1 examination paper.

Section 2

Module 4: English Grammar (II)

Introduction – past tense – past continuous tense – future tense – perfect tense – present perfect tense – past perfect tense – future perfect tense – exercises 1 to 3 – active and passive forms of a verb – exercises 4 and 5 – auxiliary verbs – the infinitive – participles – regular and irregular verbs – exercise 6 – conjunctions – building longer sentences – exercises 7 and 8 – clauses and complex sentences – main clauses – subordinate clauses – exercises 9 and 10 – paragraphs – how to form the negative – the negative for all verb tenses – exercise 11 – how to ask questions – exercises 12 and 13 – adjectives – comparison of adjectives – adjectives to avoid – possessive adjectives – adverbs – comparative adverbs – exercises 14 to 17 – prepositions – common errors to avoid – exercises 18 to 20.

Module 5: Business Organisation

Types of business organisation – the sole trader – partnerships – companies – the principle of limited liability – the organisation chart – exercise 21 – the Board of Directors – the Managing Director – Finance Department – accounts – budgeting – wages – costings – Production Department – manufacturing – service and maintenance – production management – Marketing Department – market research –

advertising – public relations – distribution – sales – Administration departments – planning – office management – personnel – service departments – buying – work study – organisation and methods – research and development – transport – information technology – exercise 22 – summary – Section 2 examination paper.

Section 3

Module 6: Letter Writing

Introduction – the purpose of business letters – letter layout – letterhead and logo – reference(s) – date – recipient's address – salutation – subject heading – body of letter – complimentary close – subscription – enclosures – PS – compliments slip – using figures – business letters on plain paper – exercise 1 – contents of a business letter – the opening paragraph – the ending – the body of the letter – exercise 2 – longer letters – exercise 3 – how to write letters – plan your letters – purpose – tone – attitudes in letter writing – politeness – helpfulness – sincerity – praise – apologies – references to religion – humour – checking your written work – exercise 4.

Module 7: Essential Services for Companies

Accountants – how to choose your accountant – lawyers – how to choose your lawyer – bank managers – how to choose your bank – bank accounts and loans – central banks – exercise 5 – other sources of help – insurance brokers – import/export agents – business consultants – chambers of commerce – foreign embassies – the British Council – exercise 6.

Module 8: Spelling

20 rules to help you spell better – exercises 7 to 10 – plurals – exercise 11 – homophones – exercise 12 – malapropisms – words that are often misspelt – summary – Section 3 examination paper.

Section 4

Module 9: Developing your Writing Style

Introduction – write grammatically – write direct to your reader – give plenty of details – keep it simple – use familiar words – cut out padding – avoid repetition – avoid slang – avoid weak adjectives – avoid clichés – avoid swear words – idioms – jargon – ambiguity – exercises 1 and 2.

Module 10: Other ways of Communicating

Memoranda – exercise 3 – circulation slips –

telegrams – fax – email – using the telephone – some dos and don'ts – other useful advice – exercise 4 – making international phone calls – answering international phone calls – dealing with complaints – exercise 5.

Module 11: Principles of Business Management

The manager's job – running a small business – personal qualities – personal motivation – understanding people – enthusiasm – concentration – initiative – perseverance – self-discipline – making yourself more efficient – organise your time – list your jobs – keep a diary – delegation – exercise 6.

Module 12: Punctuation

Why punctuation is necessary – the full stop – the comma – exercise 7 – the colon – the semi-colon – the hyphen – exercise 8 – inverted commas – brackets – the dash – capital letters – exercise 9 – the apostrophe – the question mark – the exclamation mark – exercises 10 and 11 – abbreviations – summary – Section 4 examination paper.

Section 5

Module 13: Correct Expression and Word Formation

Introduction – synonyms – antonyms – exercises 1 and 2 – homonyms – homophones – exercises 3 and 4 – word formation – building words – more about prefixes – more about suffixes – forming nouns from verbs – forming adjectives from other words – forming the negative by adding a prefix – exercises 5 to 8 – forming words by combining – alternative English – exercise 9.

Module 14: Specialist Business Letters

Here we provide examples of letters you might use in various situations – enquiry letters – response to an enquiry – sending a quotation – placing an order – acknowledgement letters – rejecting unwanted applicants – inviting an applicant to interview – rejecting applicants after interview – offering a job – arranging appointments – sending an invitation – accepting an invitation – rejecting an invitation – making a complaint – dealing with the complaint – chasing late delivery – an apology – account reminders – letter of reference – reservations – thanks for hospitality – letter of condolence – sales letters.

Module 15: Principles of Business Management Cont.

Allocating jobs – communicating instructions – leading and motivating people – exercise 10 – hiring staff – training and education – dismissing staff – exercise 11 – managing a small business – sales principles – finding and approaching customers – financial control – book-keeping – budgeting – cash flow – credit – exercise 12 – summary – Section 5 examination paper.

Section 6

Module 16: Summarising Information

The main skills required to make a good summary: understanding, choosing relevant facts and re-writing – length of summary – examples of how to prepare a summary – exercises 1 to 3.

Module 17: Efficiency in the Office

Office equipment – what a computer can do for your business – word processing – desktop publishing – spreadsheets – databases – accounts and book-keeping systems – which computer should you buy – printers – photocopiers – communications equipment – fax machines – email – dictating machines – folding machines – addressing machines – mail franking machines – electronic scales – exercise 4 – how to dictate – how to use a dictating machine – using your secretary to save time – exercise 5.

Module 18: Report Writing

Different types of report – routine reports – special reports – technical reports – verbal reports – questions to ask when writing a report – form and layout of reports – title page – circulation lists – summary – table of contents – introduction – body of report and findings – conclusions – recommendations – appendices – bibliography and recommended reading – glossary – index – case study of constructing the report – planning the outline – gathering the information – arranging the information – selecting the material – interpreting the information – writing the report – presenting the report – exercises 6 and 7 – summary – Section 6 examination paper.

Section 7

Module 19: Making Notes

Skills required for note-making: listening, watching or reading; thinking; deciding what is relevant –

cutting out unnecessary material – abbreviations.

Module 20: Preparing Agendas and the Minutes of Meetings

Types of meeting – formal meetings – committee meetings – administration meetings – the aim of a meeting – the agenda – special vocabulary used for meetings – the conduct of a meeting – writing minutes – taking notes – drafting the minutes – style – exercises 1 and 2.

Module 21: How to get a better Job

Sources of jobs – replying to advertisements – preparing your CV – writing a covering letter – sending for an application form – attending the interview – what to do when you get the job offer – exercise 3.

Module 22: Coping with Stress

The causes of stress – working out what causes stress for you – learning to deal with stress – exercise 4 – summary – Section 7 examination paper.

Synopsis of the Spoken English Course

Your Spoken English training is on three full-length C60 cassette tapes. Your first cassette is sent with your first sections. You have 21 fascinating conversations to listen to, which make up a complete story in the life of a publishing company – Better Books Limited. You listen to the conversation then practise the sounds, words and sentences you have just heard. You have special repetition exercises and also a lot of fun playing the roles of the characters yourself. Altogether you have 180 exercises and 175 minutes of recording time so that you learn to speak English clearly and distinctly.

Looking To The Future

When you have a good command of English you can face the future with confidence. You will have the respect of your family, friends and colleagues. You know that your new skills will help you to advance in your career and take full advantage of the opportunities that come your way. It is also a position that, with a little effort on your part, we can help you to achieve.

The effort that we require from you is only for a few short months. **However, once you have gained the knowledge and skills we give you, they will be yours for the rest of your life.**

Everything we have told you so far assumes you want a better, more prosperous life for yourself and your family. We also assume you are willing to work hard to improve your chances of success. If so, you will see your training as

an investment in your future. An investment which should pay you dividends for many years to come.

The fees for your training are very reasonable when you think of the benefits you will gain. Benefits that you will feel right from the start of your course.

A training that did not help you would be expensive at any price. But, training which makes it possible for you to have **a better job, higher earnings and greater security** is surely worth investing in.

Without a good command of English you may have to watch all these benefits pass you by. You may have to watch somebody else take all the rewards, while your life remains dull, insecure with little hope of improvement. **But, with our help, your life can be happy, successful and full of promise for the future.**

**Enrol NOW
and let us help
YOU
Climb
the
Ladder
to SUCCESS!**



More Student Success Stories

As you can see, Business Training has helped students all around the world to improve their lives. We could do the same for you!

"I have had three promotions and my salary has doubled. I am now in charge of one important section in the Airport. I was able to pursue my post graduate studies in Arabic/English translation. My life has changed greatly work-wise and social-wise thanks to Business Training and their professional instructors."

*Mohammad Khalil Ibrahim Khamis,
United Arab Emirates*

"After finishing my course, I was promoted to an Executive Teacher of my school and my salary increased by 30%. I am also the auditor of the local Sugar Cane Farmers. Thanks to Business Training I give advice to the people of the village, parents and teachers in my district."

Abdul Salaam, Fiji

"The service has been excellent. Exam papers are corrected promptly, appropriate remarks are given and course material is promptly packaged and dispatched."

Margaret Phillips, Jamaica

"I have had a 50% raise since I received my Diploma. I have also got a company car and have been invited to conferences in Miami. I am also teaching part-time in the evenings. Because of the extra jobs and increase in salary I was able to buy my own home."

Sonia Clarke Bowen, Jamaica

"After getting my Diploma from Business Training I have been offered numerous jobs. I have taken up the post of secretary to a reputable Senior Agency Manager. Regarding my salary this has definitely risen by two and a half times what I was earning before."

R. Saraswathy, Malaysia

I have achieved a lot since joining Business Training. I can freely mingle with other business men and women. I contribute in every topic in the meetings and Church gatherings. I am a business consultant. I am hired in various companies to help them run their businesses in a proper way. My business has grown! Business Training is just the best. It changes your status within six months.

Mpundu Edith Kawanda, Zambia

"Before completing my course I was promoted to National Sales Manager in my company and my salary doubled. After receiving my Diploma I was promoted to Regional Sales Manager for the Gulf Area. Now I am being paid a salary and commission. Other benefits include company maintained car, housing allowance, medical and social insurance."

Samy H Shetewy, Saudi Arabia

Business Training ...

Ten Reasons Why You Can Enrol With Complete Confidence

1. A first-class home-study course – direct from England.
2. Caring, helpful tutors to guide you all the way.
3. Three Guarantees as extra safeguards for you:
 - a) You have the course on trial for a full month.
 - b) Your money back if your English is not good enough to study the course.
 - c) Full refund if you do not successfully qualify for your Diploma.
4. Business Training is well recognised.
5. Flexible study programme to suit YOU.
6. You learn business and management techniques as well.
7. You can complete your fees by easy instalment payments.
8. Your Diploma is proof of your training.
9. Spoken English training.
10. No previous qualifications needed to enrol.



... the **KEY** to success