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Professional English Language Courses

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Accreditations/Memberships

Our ELT schools are all accredited by the British Council, are members of English UK and are Trinity London Registered Exam Centres. Malvern House London is a UKVI member school, accredited by ISI, and is an official IELTS testing centre.

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PREPARATION COURSES FOR TRINITY COLLEGE LONDON Secure English Language Tests

Accredited by the BRITISH COUNCIL for the teaching of English in the UK

BRITISH COUNCIL IELTS™ Official Test Centre

ENGLISH UK

About Malvern House

We are proud to be part of the Malvern International family. Our Malvern University Partnerships division further emphasises our dedication to excellence.

At Malvern House our experienced teachers and personalised tutorials ensure that you receive the individual attention you deserve.

Our modern classrooms are equipped with state-of-the-art facilities, creating an exciting and interactive space for effective learning.

Chose to study at Malvern House Manchester in central Manchester or Malvern House London in London's Zone 1.

malvern house MANCHESTER

Situated just a 5-minute walk from Piccadilly train station, our school is conveniently located in the heart of central Manchester. Discover the lively atmosphere of the city as you explore the main shopping area and discover the cultural attractions that surround us, all within walking distance.

malvern house LONDON

Located in Zone 1 in the heart of London, Malvern House London is just a 5-minute walk from King's Cross and many other iconic London attractions. The centre offers a fantastic social programme which let's you discover all the best sites of London while making friends along the way.

"Language is not just a means of communication; it is the key that unlocks doors to endless opportunities and professional success. We are dedicated to equipping our students with the language skills and cultural understanding necessary to thrive in their chosen fields. Join us on this transformative journey, and let language become your greatest asset in achieving your professional dreams."

Director of Studies at Malvern House London, Robert Lewis

Course Overview

At Malvern House London and Malvern House Manchester, we understand the specific demands of the modern workplace and the importance of effective communication in achieving professional success.

Our professional courses combine expert language training with bespoke industry-focused content so you can develop the language skills and cultural understanding you need to excel in English in your field.

Our English Plus course structure means that by the end of your course you will:

- Develop your speaking, listening and conversational skills
- Communicate more confidently
- Improve your grammar, pronunciation and writing skills
- Be more aware of how cross cultural differences impact communication
- Be able to apply your practical work knowledge in English

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning *- 3 hours* **Core**	English for Business (General English or IELTS also possible)	English for Business (General English or IELTS also possible)	English for Business (General English or IELTS also possible)	English for Business (General English or IELTS also possible)	English for Business (General English or IELTS also possible)
Afternoon *- 1 hour* **Professional Module**	English for • Fashion • Law • Leadership • Media • Tourism & Hospitality • Sustainability	English for • Fashion • Law • Leadership • Media • Tourism & Hospitality • Sustainability	English for • Fashion • Law • Leadership • Media • Tourism & Hospitality • Sustainability	English for • Fashion • Law • Leadership • Media • Tourism & Hospitality • Sustainability	English for • Fashion • Law • Leadership • Media • Tourism & Hospitality • Sustainability
Afternoon *- 1 hour* **Skills Module or extra Professional English Module** (to make a 25-hour course)	English for • Conversation • Writing • Grammar • Vocabulary • Exam Preparation (Professional English also possible depending on demand)	English for • Conversation • Writing • Grammar • Vocabulary • Exam Preparation (Professional English also possible depending on demand)	English for • Conversation • Writing • Grammar • Vocabulary • Exam Preparation (Professional English also possible depending on demand)	English for • Conversation • Writing • Grammar • Vocabulary • Exam Preparation (Professional English also possible depending on demand)	English for • Conversation • Writing • Grammar • Vocabulary • Exam Preparation (Professional English also possible depending on demand)
Late Afternoon **Social Programme**	Conversation Club or Local Area Guided Tour	Museum or Company Visit	Fun Activity (e.g. bowling)	Guided Walking Tour – Real London	Games Club or Guest Presentation

Professional English for Business

Frequency:
Five days

Course times:
Morning

Minimum level:
Intermediate (B1+)

Course Description

The Professional English for Business course is designed to equip professionals with the essential language skills required for effective communication in a global business environment. This course focuses on enhancing your proficiency in business-specific English, enabling you to navigate complex professional scenarios with confidence and clarity.

Sample Course Content:

1. Business Communication Basics
- Fundamentals of professional communication
- Formal vs. informal language
- Email etiquette and writing professional emails

2. Presentations and Public Speaking
- Structuring and delivering impactful presentations
- Techniques for engaging and persuading an audience
- Overcoming public speaking anxiety

3. Meetings and Negotiations
- Effective participation and leading business meetings
- Language and strategies for successful negotiations
- Building consensus and handling disagreements

4. Business Writing
- Crafting clear and concise business reports and proposals
- Writing persuasive and professional business letters
- Creating effective marketing and promotional materials

5. Cross-Cultural Communication
- Understanding cultural differences in business
- Adapting communication styles to diverse cultures
- Building strong international business relationships

6. Listening and Comprehension
- Techniques for active listening in business settings
- Comprehending various accents and dialects
- Interpreting non-verbal cues and body language

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English module
- 5 hours of English skills module

Target Audience:

This course is ideal for business professionals, managers, executives, and entrepreneurs who wish to enhance their English language proficiency for professional purposes. It is also suitable for non-native English speakers seeking to improve their business communication skills to thrive in an international business environment.

Professional English for Media

Frequency:
Five days

Course times:
Afternoon

Minimum level:
Intermediate (B1+)

Course Description

The Professional English for Media course is designed to enhance the language skills necessary for effective communication in the dynamic world of media and journalism. This course focuses on the specific linguistic and stylistic demands of media writing, broadcasting, and digital communication, preparing participants to excel in various media-related roles.

Sample Course Content:

1. Introduction to Media Communication
- Overview of media platforms and their language requirements
- Differences between print, digital, and broadcast media
- Understanding the audience and tailoring messages accordingly

2. Writing for Media
- Crafting news articles, feature stories, and opinion pieces
- Writing for online platforms: blogs, social media, and websites
- Developing compelling headlines and leads

3. Broadcast Journalism
- Techniques for effective radio and television reporting
- Scriptwriting for news segments and documentaries
- On-camera presentation skills and voice modulation

4. Interviewing Techniques
- Preparing for and conducting interviews
- Asking effective questions and eliciting informative responses
- Transcribing and editing interviews for publication or broadcast

5. Digital Media and Content Creation
- Basics of multimedia journalism: integrating text, audio, and video
- Creating engaging content for social media platforms
- Understanding SEO and its role in digital media

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English for Media
- 5 hours of English skills module

Target Audience:

This course is ideal for aspiring journalists, media professionals, content creators, and communication specialists who want to enhance their English language proficiency for media-related roles. It is also suitable for students seeking to improve their skills in media writing and broadcasting.

Professional English for Fashion

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Fashion course is designed to provide participants with the specialised language skills necessary for success in the fashion industry. This course focuses on enhancing your proficiency in fashion-specific English, enabling you to communicate effectively in various roles, including fashion writing, marketing, public relations, and design.

Sample Course Content:

1. Introduction to Fashion Communication
- Overview of the fashion industry and its communication needs
- Key vocabulary and terminology used in fashion
- Understanding different fashion roles and their communication styles

2. Descriptive Language in Fashion
- Using descriptive language to detail clothing and accessories
- Techniques for writing fashion descriptions and product details
- Exploring the use of adjectives and figurative language in fashion writing

3. Fashion Marketing and Advertising
- Language of fashion marketing and branding
- Creating persuasive and attractive marketing copy
- Writing for fashion advertisements, brochures, and social media

4. Public Relations in Fashion
- Language skills for fashion public relations and communications
- Writing press releases and media kits
- Communicating effectively with media and stakeholders

5. Fashion Presentations and Speaking Skills
- Preparing and delivering fashion presentations
- Techniques for public speaking and presenting fashion collections
- Using visual aids and storytelling in fashion presentations

6. Final Projects and Presentations
- Applying learned skills in a comprehensive final project
- Presenting fashion articles, marketing campaigns, or PR strategies
- Peer review and feedback on final presentations

7. Oral presentations and public speaking exercises

8. Final project showcasing comprehensive fashion communication skills

Ideal course combination:
- 15 hours of Professional English for Business
- 5 hours of Professional English for Fashion
- 5 hours of English skills module

Target Audience:

This course is ideal for aspiring fashion writers, marketers, PR professionals, designers, and anyone looking to enhance their English language proficiency for the fashion industry. It is also suitable for students seeking to improve their communication skills in the fashion sector.

Professional English for Law

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Law course is designed to equip legal professionals and students with the advanced English language skills necessary for success in the legal field. This course focuses on enhancing proficiency in legal-specific English, enabling participants to communicate effectively in various legal contexts, including writing legal documents, participating in negotiations, and presenting cases.

Sample Course Content:

1. Introduction to Legal English
- Overview of the legal system and its language requirements
- Key vocabulary and terminology used in law
- Understanding different legal roles and their communication needs

2.Legal Writing and Drafting
- Techniques for writing legal documents such as contracts, briefs, and memos
- Crafting clear and concise legal arguments
- Structuring legal documents for clarity and precision

3. Oral Advocacy and Courtroom Communication
- Preparing and delivering effective courtroom presentations
- Techniques for persuasive oral arguments
- Cross-examination and witness questioning

4.Client Communication
- Conducting client interviews and consultations
- Explaining legal concepts in plain English
- Drafting client letters and emails

5. Negotiation and Mediation
- Language skills for effective negotiation and mediation
- Strategies for reaching agreements and resolving disputes
- Role-playing negotiation scenarios

6. Cross-Cultural Legal Communication
- Understanding cultural differences in legal practice
- Adapting communication styles for international clients and colleagues
- Navigating cultural sensitivities in global legal contexts

Ideal course combination:
- 15 hours of Professional English for Business
- 5 hours of Professional English for Law
- 5 hours of English skills module

Target Audience:

This course is ideal for law students, legal professionals, paralegals, and anyone looking to enhance their English language proficiency for legal purposes. It is also suitable any students seeking to improve their communication skills in the legal field.

Professional English for Hospitality and Tourism

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Hospitality and Tourism course is designed to equip individuals with the language skills necessary to excel in the global tourism and hospitality industry. This course focuses on enhancing proficiency in tourism-specific English, enabling participants to communicate effectively with international clients, provide exceptional service, and navigate various professional scenarios in the tourism sector.

Sample Course Content:

1. Introduction to Tourism Communication
- Overview of the tourism industry and its communication needs
- Key vocabulary and terminology used in tourism
- Understanding different roles in tourism and their communication styles

2. Customer Service Excellence
- Language skills for providing exceptional customer service
- Handling customer inquiries and bookings
- Techniques for resolving complaints and providing feedback
-

3. Tour Guiding and Presentation Skills
- Preparing and delivering engaging tours
- Techniques for effective storytelling and presentation
- Managing group dynamics and customer interactions during tours

4. Marketing and Promotion in Tourism
- Creating persuasive marketing materials and advertisements
- Writing for tourism websites, brochures, and social media
- Understanding SEO and digital marketing strategies for tourism

5. Business Communication in Tourism
- Writing professional emails, reports, and proposals
- Conducting meetings and negotiations with partners and stakeholders
- Understanding and using industry-specific jargon

6. Event Planning and Management
- Language skills for organising and promoting tourism events
- Communicating with vendors, clients, and attendees
- Writing event proposals and follow-up reports

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English for Hospitality and Tourism
- 5 hours of English skills module

Target Audience:

This course is ideal for tourism professionals, tour guides, hospitality workers, travel agents, and anyone looking to enhance their English language proficiency for the tourism industry. It is also suitable for students seeking to improve their communication skills in tourism-related roles.

Professional English for Medicine and Nursing

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Medicine and Nursing course is designed to provide healthcare professionals and students with the specialised language skills necessary to excel in the medical field. This course focuses on enhancing proficiency in medical-specific English, enabling participants to communicate effectively with patients, colleagues, and other healthcare professionals in various medical contexts

Sample Course Content:

1. Introduction to Medical Communication
- Overview of the healthcare system and its communication needs
- Key vocabulary and terminology used in medicine and nursing
- Understanding different roles in healthcare and their communication styles

2. Patient Communication
- Language skills for patient interviews and history-taking
- Explaining diagnoses, treatments, and procedures in plain English
- Techniques for delivering bad news with empathy and clarity

3. Clinical Documentation and Reporting
- Writing clear and concise medical records, notes, and reports
- Understanding and using medical abbreviations and jargon
- Crafting patient discharge summaries and care plans

4. Interprofessional Communication
- Communicating effectively with colleagues and other healthcare professionals
- Conducting and participating in medical meetings and case conferences
- Writing professional emails and memos in a medical context

5. Cultural Competence in Healthcare
- Understanding cultural differences in patient care
- Adapting communication styles to diverse patient populations
- Providing culturally sensitive and inclusive care

6. Ethics and Professionalism in Medical Communication
- Ethical considerations in medical communication
- Maintaining patient confidentiality and privacy
- Communicating with integrity and professionalism

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English for Medicine and Nursing
- 5 hours of English skills module

Target Audience:

This course is ideal for medical students, nurses, doctors, healthcare professionals, and anyone looking to enhance their English language proficiency for medical purposes. It is also suitable for students seeking to improve their communication skills in the medical and nursing fields.

Professional English for Leadership

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Leadership course is designed to equip current and aspiring leaders with the advanced English language skills necessary for effective communication in leadership roles. This course focuses on enhancing proficiency in leadership-specific English, enabling participants to lead with confidence, articulate vision and goals, and navigate complex professional interactions.

Sample Course Content:

1. Introduction to Leadership Communication

- Overview of leadership roles and their communication needs
- Key vocabulary and terminology used in leadership and management
- Understanding different leadership styles and their communication implications

2. Public Speaking and Presentation Skills

- Techniques for preparing and delivering impactful speeches and presentations
- Using storytelling and rhetoric to engage and inspire audiences
- Managing stage presence and audience interaction

3. Negotiation and Influence

- Language skills for effective negotiation and persuasion
- Strategies for building consensus and influencing outcomes
- Role-playing negotiation scenarios

4. Team Communication and Building

- Facilitating effective team meetings and discussions
- Encouraging collaboration and open communication
- Techniques for giving constructive feedback and managing performance

5. Conflict Resolution and Crisis Management

- Language skills for resolving conflicts and managing crises
- Strategies for de-escalating tense situations and finding solutions
- Communicating effectively during times of change and uncertainty

6. Cross-Cultural Leadership

- Understanding cultural differences in leadership styles and communication
- Adapting communication strategies for global teams and diverse audiences
- Navigating cultural sensitivities and promoting inclusivity

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English for Leadership
- 5 hours of English skills module

Target Audience:

This course is ideal for managers, executives, team leaders, and anyone looking to enhance their English language proficiency for leadership roles. It is also suitable for non-native English speakers seeking to improve their communication skills in leadership and management.

Professional English for Sustainability

Frequency: **Five days**

Course times: **Afternoon**

Minimum level: **Intermediate (B1+)**

Course Description:

The Professional English for Sustainability course is designed to equip professionals and students with the advanced English language skills necessary to excel in the sustainability field. This course focuses on enhancing proficiency in sustainability-specific English, enabling participants to communicate effectively about environmental issues, sustainable development, and green business practices.

Sample Course Content:

1. Introduction to Sustainability Communication

- Overview of sustainability concepts and principles
- Key vocabulary and terminology used in sustainability
- Understanding different roles in sustainability and their communication needs

2. Environmental Issues and Solutions

- Discussing major environmental challenges: climate change, pollution, biodiversity loss
- Language skills for explaining environmental issues and solutions
- Writing and presenting on environmental topics

3. Sustainable Development Goals (SDGs)

- Overview of the United Nations Sustainable Development Goals
- Communicating the importance of SDGs
- Techniques for writing reports and proposals on SDG-related projects

4. Green Business Practices

- Vocabulary and terminology related to green business and sustainable practices
- Communicating corporate social responsibility (CSR) initiatives
- Writing case studies and business reports on sustainability practices

5. Environmental Policy and Advocacy

- Understanding environmental policies and regulations
- Writing policy briefs and advocacy documents
- Techniques for public speaking and advocacy in sustainability

6. Cultural and Social Aspects of Sustainability

- Exploring cultural and social dimensions of sustainability
- Communicating sustainability in diverse cultural contexts
- Writing and presenting on social sustainability issues

Ideal course combination:

- 15 hours of Professional English for Business
- 5 hours of Professional English for Sustainability
- 5 hours of English skills module

Target Audience:

This course is ideal for sustainability professionals, environmentalists, business leaders, policymakers, and anyone looking to enhance their English language proficiency for sustainability purposes. It is also suitable for non-native English speakers seeking to improve their communication skills in the sustainability field.

How to Apply

Follow the steps below to begin your journey towards language proficiency and professional success:

1.

Applying to Malvern House London

Visit our website:

https://malvernhouse.com/request-booking-form/

Applying to Malvern House Manchester

Visit our website:

www.communicateschool.co.uk/english-courses/apply-now/

2.

Fill in the form:

Complete the form with accurate and relevant information. We require details such as your personal information, contact details, course preferences, and any special requests you may have.

3.

Submit your application:

Once you have filled in all the necessary fields, click the submit button to send us your application. Our team will review your information and respond to you promptly.

4.

Await confirmation:

After submitting your application, our team will review it and assess your eligibility. We will then send you a confirmation email with further instructions and details regarding your enrollment.

5.

Take the next steps:

Upon receiving your confirmation email, you will be guided on the necessary steps to complete your enrollment. This may include providing additional documents, making payment arrangements, or scheduling any required assessments or interviews.

Alternatively, to make a booking please email bookings@malvernplc.com.

For bookings please email us: **bookings@malvernplc.com**

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All programmes are offered by Malvern International PLC. This publication is for general guidance of students considering studying with Malvern International in 2024/2025. Malvern International reserves the right to make variations to the contents and methods of delivery of the programmes and services we offer, and to discontinue programmes as deemed required. Malvern International reserves the right to combine or merge programmes where required to do so. All information is correct at the time of going to press and all programmes described within this publication are those that Malvern International are planning to offer. Malvern International reserves the right to amend, add or remove any programme and/or services set out in this brochure and/or the timetable, delivery, content syllabus and assessment of our programmes.

All applications placed to Malvern International are subject to the terms and condition located on the following link: www.malvernhouse.com/our-policies