

# English and international communication training

Register

If you have problems completing this form online, please print the [PDF version](#). Then fax the completed form to York Associates on +44 1904 646971.

**Please complete each of the six sections.**

## Section 1- Personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
First name	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/>
Nationality	<input type="text"/>
Mother tongue	<input type="text"/>
Company name	<input type="text"/>
Company address	<input type="text"/>
Post box no.	<input type="text"/>
Email	<input type="text"/>
Telephone (office)	<input type="text"/>
Telephone (mobile)	<input type="text"/>
Fax	<input type="text"/>
Company website	<input type="text"/>
Company activity	<input type="text"/>

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## Section 2 - Type of training

Please tell us which courses you would like to do.

### Individual courses

Individual super-intensive

Individual intensive

Individual semi-intensive course

Individual weekend intensive (Thursday to Sunday)

I would like to add a Weekend plus course option (please specify the extra weekend days you want to study in 'Training dates' below)

### Combination courses (5 days)

Super-combination course

Combination course

### Group courses (5 days)

Open group

Human Resources Communication

Other (please specify below)

### Training dates

from

to

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### Section 3 - Job profile

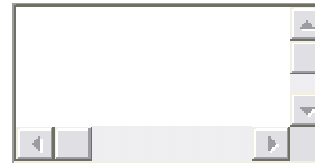
Do you need English for:

present job:  Yes:  No

future job:  Yes:  No

Job title

Describe main job responsibilities and your international contacts (briefly)



Please indicate your language / communication level below:


I can use an extensive range of English suitable for all business occasions, equivalent to that which I use in my own language.  C2

I can use English effectively in most business situations with few problems. I can express my own ideas fluently on a range of social and relevant business topics with a style appropriate to the international business context. I can understand speakers from different backgrounds with different accents and can use a listening style which makes my international partners feel comfortable. I am able to influence and persuade individuals with different personality types and cultural backgrounds.  C1

I can understand and contribute to conversations and discussions with fluency and spontaneity on a range of business and general topics with reasonable clarity. I can explain more complex issues effectively and develop clear argumentation, but find the task of persuading and managing conflicts more challenging.  B2

I can usually participate effectively in discussions if other speakers moderate their speed of speech and the conversation is about familiar topics. My fluency is sometimes limited because of uncertainties with grammar, vocabulary and / or pronunciation. I need tolerance from more advanced speakers of English when trying to explain more complex arguments.  B1

If people speak slowly and clearly, I can participate in small talk on a limited range of subjects about myself and my job. I can manage simple social situations, such as meeting and greeting, offering hospitality and giving information on agenda and organisation of a social visit.  A2

I can have a simple conversation in English. I can introduce myself and can answer questions about my personal details, for example job, employer, country of residence, home and family. I often need the help of other people to communicate my ideas.  A1

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## Section 4 - Training objectives

Our English and international communication training courses can support you in *four* main areas (see below). Tell us about the importance of each area for your course (high, medium, low) and then note down any specific priorities in each area so we can customise your training.

### 1. English language skills

Developing English language skills includes increasing knowledge of specialist job terms, typical business English vocabulary and / or expressions for social contacts at work. Increasing command of grammar and improving pronunciation.

**Tell us here about your specific priorities in this area:**

High Medium Low

### 2. Professional communication skills

Developing professional communication skills for typical business situations includes presenting, participating in and leading meetings / informal discussions, negotiating, telephoning, socialising and writing emails / reports.

**Tell us here about your specific priorities in this area:**

High Medium Low

### 3. Intercultural communication skills

Developing intercultural communication skills includes understanding how cultural differences influence international business, developing knowledge of specific cultures and developing skills to manage cultural differences.

**Tell us here about your specific priorities in this area:**

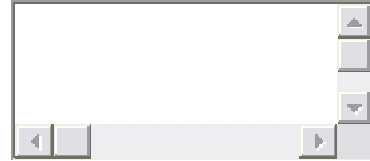
High Medium Low

### 4. Interpersonal communication skills

Developing interpersonal communication skills in English includes building relationships, influencing, managing conflict, taking decisions, building trust, giving feedback, networking and dealing with native speakers.

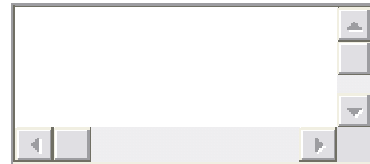
High Medium Low

**Tell us here about your specific priorities in this area:**

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**5. Other objectives**

Tell us about other specific objectives you have for your training.

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**Section 5 - Preparing for your course**

Please [email](#) (or bring with you) relevant materials (presentations, reports, correspondence) to help your trainer plan and customise your training course. Bring heavy items such as brochures with you. In addition, you can warm up your language skills to support your training in York by selecting one of the following pre-course self-study options:

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## Section 6 - Accommodation

### I would like to stay with a host family

Do you have any special needs? (e.g. non-smoking room, allergies, medical conditions etc.)

Are you happy to stay with a family with young children?

Yes  No

Do you smoke?

Yes  No

Do you have any special hobbies/sports/leisure interests?

### I would like to stay in a hotel

What type do you want us book?

- Guesthouse (circa £45 per night)  
 Standard hotel (circa £73 per night)  
 Executive hotel (circa £95 per night)

Do you have any special needs? (e.g. non-smoking room, allergies, medical conditions etc.)

If you do not hear from us within 48 hours, please [contact us](#) to confirm your registration.

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