

Professional language and 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

Mr/Mrs/Ms

Mr Mrs Ms

First name

Surname

Date of birth

Nationality

Mother tongue

Company name

Company address

Post box no.

Email

Telephone

Fax

Company activity

Section 2 - Type of training

Please tell us which courses or you would like to do.

Individual courses

- Individual super-intensive
- Individual intensive
- Individual semi-intensive
- Individual weekend intensive (Thursday to Sunday)
- I would like to add a Weekend Plus option (please specify weekend days in 'Training dates' below)

Combination courses (5 days)

- One-week super-combination
- One-week combination course

Group courses (5 days)

- Human Resources Communication
- Legal Communication
- Insurance Communication
- Financial Communication for specialists
- Financial Communication for non-specialists
- Executive Assistant Communication
- Other (please specify below)

Training dates

from

to

Section 3 - Job profile

Do you need English for:

Yes: No: present job

Yes: No: future job

Job title

Describe main job responsibilities (briefly)

Intercultural contacts (national cultures I work with / will work with)

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.	<input type="checkbox"/> 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.	<input type="checkbox"/> 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.	<input type="checkbox"/> 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.	<input type="checkbox"/> B1
If people speak slowly and clearly, I can participate in	<input type="checkbox"/> A2

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.

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

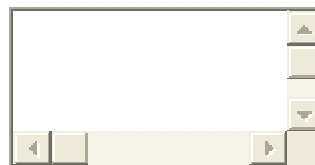
 A1

Section 4 - Training objectives

Select which of the following should have high priority on your course.

	High	Medium	Low
Intercultural communication			
Understanding how cultural differences influence international business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing intercultural skills for leading and working internationally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional communication			
Presenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participating in and leading meetings / informal discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socialising for international business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language knowledge			
Specialist job vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pronunciation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us about other objectives you have:



Section 5 - Preparing for training

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 options:

If you do not want pre-training study materials, go to [Section 6](#)

Language warm-up

If you would you like to receive materials to develop language skills before your course, please please click the box(es) to show which of the following York Associates training packs you would like to help you prepare for your training course. The cost will be charged in addition to the tuition fee.

Pre-course audio pack: Grammar £13 (€20)

Pre-course audio pack: Social £13 (€20)

Pre-course audio pack: Social vocabulary £13 (€20)

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?

- Hotel/guesthouse £36-55(€54 - €82)
 Standard hotel £70 (€104)
 Executive £95

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

If your registration is not acknowledged within 24 hours, please contact us by
telephone or [email](#).

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