

# SI-UK ENGLISH LANGUAGE SERVICES



**SI**  **UK**

MOVE FORWARD. BE GREAT.

## ABOUT US

SI-UK, founded in 2006, is a specialist language provider with offices all over the world. Our mission is to provide quality English language training to corporate clients through customized programmes designed to suit the needs of the company and the individual.

We understand that time is precious and that everyone has unique English language requirements. That's why our courses have been designed to be taken at your convenience, either in our well-equipped school in Shibuya, through blended learning or in the comfort of your own premises. Our expert staff will guide you from the initial needs analysis through to the level test while devising a tailor-made course plan to meet your needs.

## OUR INSTRUCTORS

### JENNIFER MCCREADY (Ireland)

- ▶ BA English Language and Literature, Cambridge Diploma in English Language Teaching to Adults (DELTA), MA English.

Jennifer has twenty years' teaching experience and has taught at major corporate clients such as Microsoft, the Kempinski hotel chain and Toshiba. A former examiner for Cambridge mainsuite exams as well as IELTS, she has extensive experience of ESP (English for Special Purposes) curriculum development and delivery and teacher training.

### BARBARA KOIKE (Canada)

- ▶ Trinity College Licentiate Diploma in English Language Teaching (in progress), Cambridge Certificate in English Language Teaching to Adults (CELTA)

Barbara has been teaching in Japan for 21 years and has taught BULATS, Negotiation and Meeting Skills and business communication (writing) at Mitsui/Mitsubishi/Sumitomo Trading Companies as well as various Government Agencies, Ministries, and Fortune 500 Companies. With extensive experience in curriculum design, she has also delivered academic English courses at various universities including Tokyo University, TWCU and Chuo Gakuin.

### FRANCIS DOYLE (England)

- ▶ BA Sonic Arts, Trinity College Certificate in Teaching English to Speakers of Other Languages (TESOL)

Francis Doyle has lived and worked in Japan since 2003 during which time he has been involved in business English teaching and vocational training for corporate clients including Daiwa Corporate Investment and Mitsubishi Plastics, and for government agencies such as the National Police Agency and the Japan Air Self-Defense Force (JASDF). He specializes in English for presentations and discussion/seminar strategies.

### CHRISTOPHER DELAPP (England)

- ▶ BA English, Cambridge Certificate in English Language Teaching to Adults (CELTA)

Christopher has extensive experience of teaching business English to Japanese clients, predominately in Tokyo. Topics he has taught include chairing and participating in meetings, negotiating with clients, small talk and written correspondence such as emails and business reports.

# SET PROGRAMMES

## PROFESSIONAL ENGLISH

This short course focuses on the skills you'll need when you start your new job in an international company. You'll learn to communicate effectively on the telephone and by email, to feel confident when participating in meetings as well as greeting and dealing with important customers and visitors.

## PROFESSIONAL ENGLISH ABROAD

This short course focuses on the skills you'll need when you start your new job in an international company. You'll learn to communicate effectively on the telephone and by email, to feel confident when participating in meetings as well as greeting and dealing with important customers and visitors.



## CUSTOMISED PROGRAMMES

Each course will contain content specific to the needs of the client and the industry

### Industry-specific subject areas may include:

- ▶ English for the Hospitality Industry
- ▶ English for Medical Professionals
- ▶ English for the Financial Sector
- ▶ English for Marketing Professionals
- ▶ English for Human Resources Professionals

### Typical skills you may work on include:

- ▶ Effective Presentations
- ▶ Negotiations
- ▶ Cultural Awareness
- ▶ Telephone Language
- ▶ Business Correspondence (emails, letters and faxes)
- ▶ Report Writing
- ▶ Socialising with International Colleagues
- ▶ Meetings and Discussions
- ▶ Conducting Interviews

All customised courses are designed for your convenience which means that each course can be devised to contain online correspondence with your instructor, a face to face component (either via Skype or in person) or short lessons by telephone which you can take at your own desk. We offer one to one



## OTHER SERVICES



### WEBSITE AUDIT

With the Rugby World Cup coming in 2019 followed by the Olympic Games in 2020, the eyes of the world will be firmly on Japan. We'll make sure that the English language content of your website is up to date with no funny translations or grammatical mistakes. Get ahead of the game!



### LEVEL TESTING SERVICE

SI-UK can help you determine if your staff need English training. Contact us now to avail of our placement testing system, in which each staff member will take a test and receive a detailed breakdown of their language abilities. Based on the test scores, we will also provide advice on how to ensure that your staff have the English they need to do their jobs effectively.

## FOR MORE INFORMATION:

### SI-UK Tokyo

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