



Trinity College London

Elaine da Silva Santos Florencio

is awarded the

**English UK/Trinity College London
Certificate in International Business English
Training
(Cert IBET)**

at International House, London – December 2013

Certificate issued January 2014

Sarah Kemp

Chief Executive, Trinity College London

Patron HRH The Duke of Kent KG

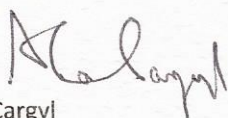
International House London
Certificate

This is to certify that

Elaine da Silva Santos Florencio

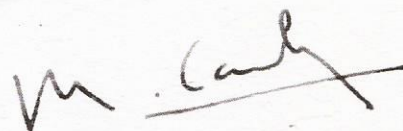
Completed 50 Hours of a 50-hour Course
for the ENGLISH UK/Trinity College London
Certificate in International Business English Training

from 19th August to 30th August 2013



Alan Cargyl

Tutor



Maurice Cassidy

Director of Studies



THE INTERNATIONAL HOUSE WORLD ORGANISATION



INVESTOR IN PEOPLE

Accredited by the
 **BRITISH COUNCIL**

Specific areas covered on the course included:

- Definitions of business English
- Concepts and language in a business context
- Needs analysis and research
- Course and syllabus design
- Materials and resources
- Approaches and methods
- Internationalism: ELF (English as a Lingua Franca), cross-cultural awareness in business
- Teaching oral business communication skills: meetings, negotiations, telephoning and presentations
- Teaching business writing: correspondence and reports
- Evaluation and assessment: evaluating programme aims; teaching for business English exams