

Spanish for Business



Malaca Instituto

With its mini-campus environment, high quality services and teaching, Malaca Instituto is ideal for corporate executives and diplomats (Malaca Instituto for Business Executives)

This course is designed to help business executives improve their abilities to communicate in typical business situations in Spanish.

Spanish for Business is offered at 2 levels:

- Spanish for Business 1 (having completed B1, module 2)
- Spanish for Business 2 (having completed B2, module 2)

Both courses have a modular design to enable you to book a course for between 1 and 4 weeks. They are in "mini-group" format: a class size of maximum 6 participants and 6 lessons per day.

This programme is based on role plays and practical situations from the world of business and is designed to teach and improve the usage of Spanish in typical business situations.

To make the course more intensive or more specific to your particular needs you could add 1 lesson of individual tuition each day.



Clients must take a level test (by e-mail) at the time of booking. More junior executives and personal assistants might be interested in Spanish for International Trade and Commerce.

Spanish for Business	At a glance	
Contents	<ul style="list-style-type: none"> ● Business Spanish. ● Role plays and simulations of typical business situations 	
	Spanish for Business I	Spanish for Business II
	<ul style="list-style-type: none"> ● Personal introductions ● Product presentations ● Describing a company ● Participating in meetings: ● Taking notes ● Making interruptions ● Giving an opinion ● Social situations 	<ul style="list-style-type: none"> ● Human resources ● Trade fairs and conferences ● Buying and selling ● Market research ● Analysis of new products
Starting dates	Weekly in July, August, September Dates and Fees	
Duration	1-4 weeks - rolling modules	
Minimum stay	1 week	
Lessons per week	30 lessons of 50 minutes per lesson	
Number of levels	2	
Entry requirements	Level test must be taken at time of booking: B1, module 2 and above	
Max. students per class	6	
Average per class	4	
Average age range	28-45	
Minimum age	25	
Timetable	08.30 - 14.30 (subject to change)	
Notes	On the extremely rare occasions that a student is the only person on their chosen course at their level, we reserve the right to offer a reduced number of 1-1 lessons or another mutually agreeable alternative	
Fees	Dates and Fees	