

# Office English

WIE's Office English course offers a practical introduction to the vocabulary, expressions and language of the English-speaking workplace for business and office professionals.

## The course aims to:

- improve your ability to speak and write English for an office environment
- help you find employment
- improve your skills for your current position or advance your career

The Office English course helps you develop your English language skills at an upper intermediate to advanced level, with a focus on English language for the office and business.

## Topics may include:

- English for Telephoning / Communication
- Office communication i.e. memos, colleagues, etc.
- Office Terminology
- New Zealand Business Etiquette

You will gain extra skills in the areas of communication and listening comprehension, as well as practice business correspondence. You will learn practical English grammar and vocabulary that is common within an office or to conduct business. In addition, you will learn NZ business etiquette for the office environment. The course includes seminars covering a variety of office and administrative tasks and skills.

## Additional Study Benefits:

- WIE is accredited by the New Zealand Qualifications Authority (NZQA)
- Approved exam centre for Cambridge English, OET, TOEIC and IELTS Pre-tests.
- Qualified and experienced native English speaking teachers.
- Small class size for more individual student attention
- Modern city centre campus close to shops, cafes and museums
- Homestay and Airport Pick up services available
- Free wireless internet (Wi-Fi) access

*Choose WIE and let us help you get the results you need for success!*



## Course Dates

Every Monday during the school term

## Timetable

9am-3pm  
Monday to Friday  
25 hours per week

## Class Size

Average 6 - 8 students (maximum 15)

## English Levels

Pre-Intermediate  
Intermediate  
Upper-Intermediate  
Advanced

## Tuition Fee

17 weeks	\$ 6 240
34 weeks	\$12160



## WAIKATO INSTITUTE OF EDUCATION

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