



ATLANTIC INSTITUTE OF HIGHER LEARNING

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Pearson LCCI Level 1 Certificate in English for Business

AWARDED BY THE LONDON CHAMBER OF COMMERCE & INDUSTRY, UK

Introduction

This qualification is intended for candidates who have achieved a fundamental understanding of English in a business context and who have the ability to use the language in a practical way at a very basic level. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams

London Chamber of Commerce & Industry (LCCI)

LCCI International Qualifications are awarded by Pearson Education Ltd. An accredited Awarding Body providing vocational and professional qualifications around the world. Pearson is accredited by the UK qualifications regulator, the Office of Qualifications and Examinations Regulation (Ofqual), and many regulatory bodies, employers and Ministries of Education around the world actively seek graduates with LCCI International Qualifications.

Aims

The qualification's aims are to enable candidates to develop their basic linguistic ability, in a predictable business English context, in order to:

- identify basic data, facts and instructions
- produce basic, formulaic text
- listen and understand short, basic, business-related English conversations and announcements
- understand basic, spoken and recorded business English
- participate in short conversations in routine contexts

Duration

In-Class: 20 Hours

Self-Study: 10 Hours

Total: 30 Hours

(10 lessons: 2 hours per lesson)

Course Fees

Administration	\$150
Material	\$100
Course	\$1200
TOTAL	\$1450

Register with us

To register, email us with the following:

- 1) Name of the Course
- 2) Your full name
- 3) A copy of your highest qualification

Contact us

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Class (Face-To-Face)

Class size will be kept to size of 6 - 10 students to ensure holistic learning.

Admission Criteria

- Be at least 16 years old of age upon enrolment
- At least Secondary Two or equivalent

Assessment / Graduation Requirement

Successful candidates will be awarded the Pearson LCCI Level 1 Certificate in English for Business assessed by LCCI based on Reading and Writing skills.

Grading System

Results	Grading	Qualification Awarded
50% to 59%	Pass	Pearson LCCI Level 1 Certificate in English for Business
60% to 74%	Pass with Merit	
75% and above	Pass with Distinction	

Next Level Progression

Pearson LCCI Level 2 Certificate in English for Business

Course Fees Breakdown

	Fees
1st Instalment (Inc. Administration and Material Fees)	\$650
2nd Instalment	\$400
3rd Instalment	\$400
Sub-Total*	\$1450

*Not inclusive of examination fee - Examination fee will be in accordance to LCCI's pricing

- Textbooks and stationery are not included in the materials fee.
- Lecturers will supplement lecture notes to the students if necessary at no extra charge.
- English Language Proficiency Test (O-Levels) (where applicable) is provided at no extra charge.

Course Details

Syllabus Topics

1. Basic office or place of work descriptions
2. Basic jobs and roles in a work context
3. Basic social language within a business context
4. Basic work or business-related instructions and directions
5. Simple numerical information
6. Standard business or work-related message