



ATLANTIC INSTITUTE OF HIGHER LEARNING

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Pearson LCCI Level 2 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 sound understanding of English in a business context, gained either through previous learning and/or employment, and who are able to communicate in a familiar business situation effectively with only minimal assistance or supervision. 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 aims of this qualifications are to enable the candidates to:

- write apt and accurate English suited to the stated purpose
- understand and write English using formats that are current and common in business communication
- adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation
- understand spoken and recorded Business English at the defined level
- participate in conversations

Duration

In-Class: 24 Hours

Self-Study: 12 Hours

Total: 36 Hours

(12 lessons: 2 hours per lesson)

Course Fees

Administration	\$150
Material	\$100
Course	\$1440
TOTAL	\$1690

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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(+65) 91181220

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
- Have at least 1 GCE 'N' Level or 1 GCE 'O' Level or LCCI Level 2 Certificate or NITEC/Higher NITEC

*If you are not within the above criteria and keen to sign up for the course, you are required to submit your academic qualification with a cover letter justifying. Your application will be assessed by the center and we would advise you accordingly.

Assessment / Graduation Requirement

This qualification is examinable and candidates are required to pass the LCCI examination. Successful candidates will be awarded the Level 2 Certificate in English for Business based on the achievement of the percentages and grades reflected below.

Results	Grading	Qualification Awarded
50% to 59%	Pass	Pearson LCCI Level 2 Certificate in English for Business
60% to 74%	Pass with Merit	
75% and above	Pass with Distinction	

Course Fees Breakdown

	Fees
1st Instalment (Inc. Administration and Material Fees)	\$730
2nd Instalment	\$480
3rd Instalment	\$480
Sub-Total*	\$1690

*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. Business letters
2. Company leaflets
3. Business reports
4. Business-related articles
5. Lists and/or structured notes
6. Memos
7. Company notices