

2011–2012 Business and Professional Program Dates

	SESSION	DATES	APPLICATION DEADLINE
Business Intensive Program	Fall 1, 2011	August 31–October 21, 2011	July 27, 2011
	Spring 1, 2012	January 4–February 24, 2012	November 30, 2011
	Summer 1, 2012	April 25–June 15, 2012	March 21, 2012
	Summer 2, 2012	June 27–August 17, 2012	May 23, 2012
	Fall 1, 2012	August 29–October 19, 2012	July 25, 2012
International Business Communication Program	November 2011	October 24–November 18, 2011	September 27, 2010
	March 2012	February 27–March 23, 2012	January 31, 2011
	July 2012	June 25–July 20, 2012	May 30, 2011
	August 2012	July 30–August 24, 2012	July 5, 2011
Summer Institute for International Business Students	July 2012	TBD	TBD

2011–2012 Business and Professional Program Rates

	ENROLLMENT FEE	TUITION	UNIVERSITY FEES	MAJOR MEDICAL INSURANCE	TOTAL
Business Intensive Program One Session (2 months)	\$90	\$3,805	\$432	\$180	\$4,507
International Business Communication Program	\$90	\$2,973	\$187	\$90	\$3,340
Summer Institute for International Business Students	\$90	\$3,405	\$187	\$90	\$3,772

www.sas.upenn.edu/elpbusiness

English Language Programs
University of Pennsylvania
110 Fisher-Bennett Hall
3340 Walnut Street
Philadelphia, PA 19104-6274 USA



2011–2012 THE BUSINESS AND PROFESSIONAL ENGLISH PROGRAMS AT THE UNIVERSITY OF PENNSYLVANIA

Since English has become the language of international commerce, the Business and Professional English Programs at the University of Pennsylvania has developed cutting-edge language training that focuses on the high level communication skills essential for success in the ever-changing international workforce.

Well-known around the world as a selective Ivy League institution and home to the Wharton School of Business, the University of Pennsylvania provides world-class education, libraries, renowned faculty, and a strategic location near the financial and governmental capitals of the United States. We welcome students, professionals, and organizations eager to seize the opportunities for professional growth and competitive advantage in today's dynamic international business landscape.

“I really enjoyed the custom program that I attended at the ELP because of the high quality of the course materials, the excellent instructors, and the relevance of the courses to my job. It was a great learning experience that helped me build my professional communications skills, which led to a significant advancement in my career at Banco Bradesco.”

ALEXANDRE GLUHER, BANCO BRADESCO, BRAZIL



2011–2012
THE BUSINESS AND PROFESSIONAL ENGLISH PROGRAMS
AT THE UNIVERSITY OF PENNSYLVANIA

Which Program is right for me?

	ENGLISH LEVEL	LENGTH OF STUDY (WEEKS)	CLASS HOURS/WEEK	AVERAGE CLASS SIZE
Business Intensive Program	Intermediate–Advanced	7	20	8–16
	TARGET AUDIENCE: Students and businesspeople who have an interest in expanding their general business English skills.		FOCUS OF COURSE CONTENT: Integrated English language skills such as listening, speaking, reading, and writing taught within a business context.	
International Business Communication Program	High Intermediate–Advanced	4	25	8–15
	TARGET AUDIENCE: Business professionals who wish to refine specific business communication competencies. Typical participants include mid-level managers, and professionals seeking a job change or promotion.		FOCUS OF COURSE CONTENT: Targeted business communication skills include productive meetings, negotiation strategies, team and individual presentations, persuasive speaking, and professional writing.	
Summer Institute for International Business Students	Advanced	4	20	12–16
	TARGET AUDIENCE: Typically, participants have received admission to an MBA program in the United States or other English speaking country. Working professionals with at least 2 years of work experience and imminent plans to apply to an MBA program may be considered.		FOCUS OF COURSE CONTENT: Subjects specific to the MBA curriculum: case study analysis, discussion, and write-up; team and individual presentations; comprehending rapid speech and idioms; classroom cold calling; speed reading; and timed writing.	
Custom Programs	We offer custom programs for several reasons:		Examples of customized content include an intensive 1-week executive training session on negotiations; intensive 2- or 4-week program to prepare senior executives for the Advanced Management Program at Wharton.	
	1) to accommodate the clients' schedule. 2) to tailor the course content to the organizations' specific needs and goals			

Custom Programs

At the Business and Professional English Programs, we design unique programs that position each organization for competitive advantage in the rapidly changing global business environment.

2011–2012 Sample Weekly Schedule For BIP

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10:00–11:05	Professional Writing	Professional Writing	Professional Writing	Professional Writing	12:00–1:00 Common hour event	Optional shopping trip
11:15–12:20	Speaking in the Working World	Speaking in the Working World	Speaking in the Working World	Speaking in the Working World		
1:45–2:50	Breakthrough Reading	Breakthrough Reading	Breakthrough Reading	Breakthrough Reading		
3:00–4:05	Target Listening	Target Listening	Target Listening	Target Listening		

2011–2012 Sample Weekly Schedule For IBCP

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:00–9:50	Case Studies in Action	Case Studies in Action	Case Studies in Action	Presentations	Presentations	Optional trip to NYC
10:00–10:50	Strategic Speaking	Strategic Speaking	Strategic Speaking	Pronunciation	Pronunciation	
11:00–11:50	Smart Negotiations	Smart Negotiations	Smart Negotiations	Productive Meetings	Productive Meetings	
12:00–1:00	Lunch	Lunch	Lunch	Lunch	Wharton Conference	
1:00–1:50	Essential Business Writing	Essential Business Writing	Essential Business Writing	Essential Business Writing		
2:00–2:50		Cross-cultural Interactions		Cross-cultural Interactions		
Afternoon	Pronunciation workshop		Martha Stewart Lecture			
Evening		Business networking event		Visit to Comcast Corporation		

2011–2012 Sample Weekly Schedule For SIIBS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:30–9:30	Power Reading	Power Reading	Power Reading	Power Reading	Power Reading	Optional Day trip to Washington DC
9:40–10:40	MBA Core: Mastering Case Studies					
10:50–11:50	MBA Core: Listening to Business Lectures					
12:00–1:00	Lunch					
1:00–2:00	MBA Core: Presenting for Success					
1:30–3:00	Lippincott library orientation	Case study discussion with Penn Professor		Case study discussion with Wharton Professor	Corporate visit to Comcast Corporation	
Evening		Business networking event		MLB Phillies baseball game		