



PARAGON
EUROPE

"REALISING EXCELLENCE"

<u>Price list</u>	Price per person
Accommodation in self-catering apartments on sharing basis	12.90€ per night
Accommodation in self-catering apartments in single room within a shared apartment	20.00€ per night
Host Family HB shared room	23.00€ per night
Host Family HB Single room	28.90€ per night
Administration applicable for students coming to Malta for less than 2 months	150€
Transfers to and from Airport	40€
One way transfer from Airport to apartment (compulsory)	25€
Refundable damage deposit to be paid by students in cash on arrival for any caused damages	100€
Optional extra curricular courses or tours	
Day Cultural Tour (optional)	55€ per person
Malta Day cultural tour	25€ per person
English lessons (20 hours evening hours) or morning hours to be discussed	350€
Maltese Lessons (20 hours evening hours) or morning hours to be discussed	350€

Paragon Europe

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Co Reg: C 34186 Vat No: MT17161115

English Language program course for 20 hours

Since success in international business depends on high-quality skills, fluency, effective communication, and accuracy of language, an English course is necessary! During this course, students improve their fluency and confidence when speaking about business topics while improving their general level of English. This course covers a comprehensive range of topics where participants are expected to take an active role so as to maximise their use of English. It aims to develop the students' ability to discuss and debate effectively in English while increasing the students' comprehension of business texts. Students also develop core skills which are deemed necessary in the business world. Special attention is also given to pronunciation, stresses, and intonation. Topics covered in this course include Business Terminology & Expressions; Developing Telephone Skills; Formal & Informal Writing; and Reading and Analysing Business Texts. Lessons focus on various business areas which are accessible and motivating for both present and future workers and which help students improve professional language. Lessons encompass the promotion of products where students are to come up with an effective campaign to advertise their product and must give a presentation on it while answering the rest of the students' questions on the said product; and the importance of market branding, and case studies on major chains such as Starbucks, McDonalds, and Body Shop are also examined. Readings are specifically chosen to boost students' vocabulary and are selected to motivate and interest students, while specific needs of students are also addressed. Students will have an additional opportunity to practise their English throughout their stay in Malta and are also given the opportunity to give presentations on their internships in Malta.

20-hour Business English Class

Time	Topic
2 hours	Recruitment and Job Interviewing Vocabulary sheet from the employer's perspective focusing on the process of recruiting employees. This is followed by an article and a class discussion on qualities that one should practice before and during a job interview. The proper way of how to write a covering letter is explained to the students.
2 hours	The Career Ladder

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	Discussion and vocabulary sheets on the most common structure of a company or firm and how one progresses through the career ladder. This is also supplemented by a discussion about different managing styles and on ways that could help team building between colleagues.
2 hours	Working Conditions Vocabulary sheets are distributed to aid the students in a discussion about the most important working conditions that should be discussed between employer and employee. Particular focus will be given to pay and benefits as well as flexible hours and parental leave.
1 hour 30 min	Intellectual Property A discussion and vocabulary sheet on copyright, technical and legal protection of a company's software and products.
3 hours	Overview of Tenses This lecture is a revision of the main tenses in the English language. It is useful as students making use of the correct tense in their speaking give off a better impression and show more proficiency in the English language
2 hours	Sales and marketing Discussion and vocabulary sheets on the different ways of marketing and the image the company seeks to give to its particular product. A discussion of what are the elements that make advertising more effective follows. Using the vocabulary learnt the students will be asked to analyse a set of adverts and commercials.
2 hours	Problems at Work During this lesson, a discussion is held with regards to problems encountered at the workplace. Three main themes throughout the discussion are (i) health and safety at the workplace, (ii) harassment and discrimination (iii) stress and mental health issues.
2 hours	Profit or Loss This lesson explores the financial aspect of business by exploring sales and costs, budgeting, and what makes a product profitable and unprofitable. A discussion is also held on fraud and embezzlement as offences relating to mishandling of money.
1 hour 30 min	Business Ethics This lesson is intended to bring together the various topics discussed in the previous lessons. First, a discussion is held about what constitutes business ethics with particular focus on accountability and transparency; then these concepts are applied in the fields mentioned in the previous lectures such as in promotions and in marketing. Moreover a discussion is held on social-responsible investment.
2 hours	Grammar Explanation and exercises on grammatical points that are observed to be the students' weak points in English throughout the discussions held throughout the previous lessons.

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