

# ENGLISH LANGUAGE MASTERY FOR EXECUTIVES

## Application for Admission

*This application must be fully completed and signed before review by the Admissions Committee.*

**Please select if you would like to attend all units. If not, tick the modules you would like to attend.**

I would like to attend all 6 units

I would only like to attend (details below):

- Unit 1 (6, 7, 13, 14 May)
- Unit 2 (21, 22, 27, 28 May)
- Unit 3 (3, 4, 10, 11 June)
- Unit 4 (17, 18, 24, 25 June)
- Unit 5 (1, 2, 8, 9 July)
- Unit 6 (15, 16, 22, 23 July)

**Unit 1** – How to present yourself, your business, your expertise in the culture of Anglo-Saxon communication

- Monday 6th May - 5.30pm – 7.00pm (UTC) - Online Session 1
- Tuesday 7th May - 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 13th May - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 14th May – 5.00pm – 7.00pm (UTC) – Face-to-face session

**Unit 2** – Making a meaningful impact in business meetings / how to talk the talk (with clients, colleagues, and management)

- Tuesday 21st May - 5.30pm – 7.00pm (UTC) - Online Session 1
- Wednesday 22nd May - 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 27th May - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 28th May – 5.00pm – 7.00pm (UTC) – Face-to-face session

**Unit 3** – Conflict resolution – Diplomatic communication – language and vocabulary for communicating your message with dignity

- Monday 3rd June - 5.30pm – 7.00pm (UTC) - Online Session 1
- Tuesday 4th June- 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 10th June - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 11th June – 5.00pm – 7.00pm (UTC) – Face-to-face session

**Unit 4** – Professional Presentations: Building and structuring content for Anglo-Saxon audience – Dealing with Q&A

- Monday 17th June - 5.30pm – 7.00pm (UTC) - Online Session 1
- Tuesday 18th June - 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 24th June - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 25th June – 5.00pm – 7.00pm (UTC) – Face-to-face session

**Unit 5** – Professional presentation: non-verbal communication

- Monday 1st July - 5.30pm – 7.00pm (UTC) - Online Session 1
- Tuesday 2nd July - 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 8th July - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 9th July – 5.00pm – 7.00pm (UTC) – Face-to-face session

**Unit 6** – Giving your presentation and the written message – email writing – tone, structure and being audience centered

- Monday 15th July - 5.30pm – 7.00pm (UTC) - Online Session 1
- Tuesday 16th July - 5.30pm – 7.00pm (UTC) - Online Session 2
- Monday 22nd July - 5.30pm – 7.00pm (UTC) - Online Session 3
- Tuesday 23rd July – 5.00pm – 7.00pm (UTC) – Face-to-face session

<b>General Information</b>
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Family Name: .....

Given Name: ..... Sex:  M  F

Date of birth: (DD/MM/YYYY) ..... Place of Birth: .....

Personal Address: .....

.....

Postal Code: ..... City: ..... Country:.....

Phone number : ..... E-mail address : .....

COMPANY/ORGANIZATION NAME: .....

Current job role of the candidate:.....

Please let us know your level of English:

.....

**Documents to be provided and sent with this application form:**

- updated CV with the position held at the time of registration

Please return this application at least 2 weeks before the start of the program, for the attention of Myriam Arbel: [marbel@ium.monaco.edu](mailto:marbel@ium.monaco.edu)

**The above information is certified accurate.**

City : .....

Date (dd/mm/yyyy):.....

**Signature of the candidate:**

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