



Stop work ten minutes before class.

Turn your phone off.

Buy the books you need.

Don't mix levels.

Get a notebook.

Ask for exams.

Profit from in-Company Classes

Many companies offer in-house language lessons, which are an excellent way to learn. How to profit from them?

- Stop work ten minutes before you start studying and go for a coffee or a walk to let your mind drift from working to learning mode.
- Turn your phone off and don't let anyone interrupt your class.
- Don't economise by saving on material. If the teacher suggests joining an online platform do that and if your teacher proposes a book buy it. Why? Because it's good to study outside class.

- If the lessons are online do not work while the teacher talks!
- Don't insist on mixing people of different levels in one group. It's a recipe for disaster.
- Buy a notebook and keep a vocabulary list. You won't remember what you don't write and study.
- Ask for exams. It's very easy to get lost when there's no definite syllabus or deadlines.
- When lessons start you are no longer the boss so forget about controlling everything. Listen to your teachers and do what they tell you.

Want to learn more about improving your business English? [Download Speak and Write Better Business English](#) from Amazon.

