

# Business English Classes



The Latin American Association offers Business English Classes at the Atlanta Outreach Center. This course is designed for low intermediate, high intermediate and advanced level students who wish to improve their spoken and written English for professional purposes. The focus of this course is to help students improve their communication skills in order to function more effectively at work. Topics covered in this course will

include: general business correspondence, job interview skills, discussion of commercial and business topics, presentations and much more.

## Registration

To register, please contact Lana Gavrillov via e-mail at [LGavrillov@thelaa.org](mailto:LGavrillov@thelaa.org) or call (404) 638-1802

## Tuition & fees

Registration: \$90  
Books: \$45

## Location

Atlanta Outreach Center  
2750 Buford Hwy  
Atlanta, GA 30324  
[www.thelaa.org](http://www.thelaa.org)

## Weekday classes

(5 weeks, twice a week)

**Mon & Wed**

6:30pm – 8:45pm

**Tues & Thurs**

6:30pm – 8:45pm

## Saturday classes

(7 weeks, once a week)

**Saturdays**

9:30am – 12:30pm

Class times are subject to change. A minimum of eight participants is needed to hold a class. The Latin American Association reserves the right to cancel a class if it does not have eight students. Payments will be required at registration.

## Weekday classes

Session Dates	Tues, 5pm registration
Jan 9 — Feb 13 <i>*No class Jan 16 (MLK Day)</i>	Jan 5
Feb 20 — March 22	Feb 14
April 2 — May 3	Mar 27
May 14 — June 18 <i>*No class May 28 (Memorial Day)</i>	May 8
June 25 — July 30 <i>*No class July 4 (Independence Day)</i>	June 19
Aug 6 — Sept 10 <i>*No class Sept 3 (Labor Day)</i>	July 31
Sept 17 — Oct 18	Sept 11
Oct 29 — Dec 6 <i>*No class Thanksgiving week (Nov 19 – Nov 24)</i>	Oct 23

## Saturday classes

Session Dates	Sat, 10am registration
Jan 14 — Feb 25	Jan 7
March 10 — April 21	Mar 3
May 5 — June 23	Apr 28
July 7 — Aug 18	June 30
Sept 8 — Oct 20	Aug 25
Nov 3 — Dec 15 <i>*No class Thanksgiving week (Nov 19 – Nov 24)</i>	Oct 27

*Our mission is to help Latino families achieve their aspirations for academic, social, and economic development.*