

cttb

specialized
English language
workshops



price list
& offer

**Professional
English Language Services**



Google

In CTTB company we have introduced a few basic standards of the language services. Firstly, I myself have selected all the coaches, teachers and trainers who represent unique personality and meet two fundamental requirements: are certified in their domains and comply with confidentiality. In respect to what happens at sessions. So proficiency and reliability here in CTTB are the rule of thumb; the same refers to all the software we use. It is designed to be in instant contact with us regardless in admin or in the merits of the your matter. Our staff constitutes the value in themselves and thus creates extremely positive atmosphere of collaboration for every engaged. Passion they pursue for their work even magnifies it all.

All clients receive personalized attention they deserve. Our aims is to render any kind of linguistic training, coaching and service in such a way that all students make remarkable progress and quickly attain life changing outcomes provided in English. Clients ordinarily have their sessions in small classes or individually (unless otherwise specified by the client or their sponsor). To keep high standards of what we offer periodic reviews among clients are regularly conducted. All automatized.

I am a neuro-linguist, translator, lecturer, including academic, author of social and training projects, trainer, teacher, lecturer, entrepreneur, life coach and creator of didactic, training and workshop content, as well as amateur graphic designer, practitioner in all areas listed here. 100% European: visited several European countries, lived in several, visited dozens of cities. He loves freedom, nature, Greek mythology, Italian espresso, views of Norwegian fjords.

Piotr J. Kalinowski

CTTB LTD CEO

Certified Teacher. Specialized Translator and Interpreter.

Certified Accredited Neurolanguage Coach Proven Entrepreneur



Specialized English Language Offer 2022/23

in this brochure you will find information brief

information on price list and

examples of workshops with their syllabi

economic language workshops

technical language workshops

environmental language workshops

legal language workshops

service language workshops

trade and logistics language workshops

ict language workshops

medical language workshops

Social English skills workshops

Professional Communication Skills for Managers

miscellaneous



Google

price list

Individual classes

The tuition comes in three types of packages (depending on needs):

1 class Price is: 60min / basic price 49,00 €

Class frequency and schedule: once a week on selected day and at indicated time.

If you wish schedule flexibility – 25% of the price extra

The package also includes :

- free placement test in General English
- one free ice-breaking class with a teacher 30 min
- payment in advance for each package.
- one free class per 1 package with a Native Speaker*
- classes online/fixed time; one possible classes cancelation
- Skype or MS Teams platform to communicate and for classes
- progress assessment written and oral test at each package end.
- 3 currencies to make payments** in (USD, £, €).

*if you wish to have 100% classes with a native speaker price in £

**price list for packages in €

	package 12h	package 24h	package 48h
1 st purchase	588,-	570,-	2160,-
2 nd purchase	570,-	540,-	2040,-
3 rd purchase	540,-	1020,-	1920,-
	1 class price	1 class price	1 class price
1 st purchase	49,-	47,50-	45,-
2 nd purchase	47,50,-	45,-	42,50-
3 rd purchase	45,-	42,50-	40,-

Invoice is issued upon filling in a payment form.

If you have any further questions do not hesitate to ask: office@cttb.education

Best Regards

Piotr J. Kalinowski



economic language

finance

banking and insurance

accounting

corporate finance

example workshops

PARIS LOS ANGELES WARSAW PRAGUE BERLIN OSLO MADRID ROME LONDON BUDAPEST CRACOW VIENNA SYDNEY TOKYO DUBAI CAIRO ISTANBUL HONG KONG NEW YORK

ACCOUNTING in ENGLISH - PRACTICE

Specialized language workshop

at lunchtime
at home on-line

in the afternoon
in the morning

group and individual classes



office@cttb.education



introduction to accounting, book-keeping, tax accounting, depreciation & amortization, financial statements, auditing, currency reporting in accounting, cost accounting, investments, budget payroll, accounting slang, managerial accounting, future and making a career in accounting valid documents and tax return form

work 24/7

we work everywhere you are

we work in your language

we work with confidentiality

we work to get the best of you

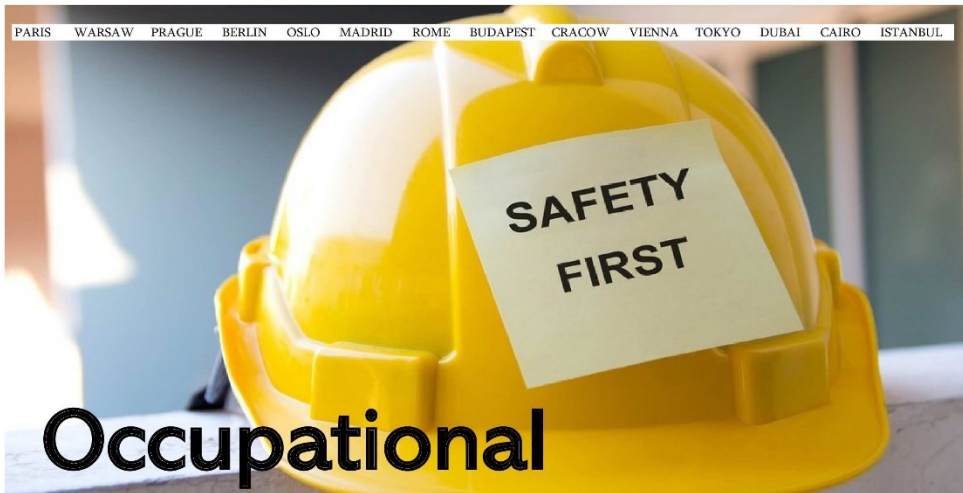


Google

technical language

example workshops

ENGLISH PRACTICE FOR OHS PROFESSIONALS



Occupational Health & Safety

OHS&F, safety awareness, workplace ergonomics, fire safety, workplace violence prevention employee health resources and wellness, environmental safety, equipment safety, online safety and cyber security , contents of OHS programs, hazard and its analysis, specific job safety assessment, monitoring, incident investigation and follow up, surveillance, records norms & standards, audit plan, first aid training, periodic safety trainings, responsibility

ENGLISH LANGUAGE
WORKSHOP PRACTICE
FOR OHS
PROFESSIONALS

office@cttb.education

in the afternoon
in the evening
weekends
in groups
individually
once or twice a week



locally

globally

at home

in office

on-line

architecture-
construction-
engineering-
occupational health and safety-



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environmental language

example workshops

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ENVIRONMENTAL ISSUES in ENGLISH

-PRACTICE

Specialized English workshop

in the morning
at lunchtime
in the afternoon
at weekends
in groups
individually



CTTB

Coaching, Teaching & Translations for Business Ltd.



air pollution, global warming, biomass, fossil fuels, geothermal power, nuclear power,
solar power, wind power, deforestation, desertification, land pollution, mining
soil erosion hazardous wastes, water crisis & pollution, oil spills, acid rains
waste management recycling, biodiversity endangered species
genetically modified food, marine debris
hydro dams, natural disasters, noise

environmental protection law- environmental issues-



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legal language

civil law-
administrative law-
human rights-
negotiations and arbitration-
real estate brokerage-

example workshops

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HR Management ENGLISH in PRACTICE

Specialized English Language Workshop

before work
at lunch time
in the afternoon
at weekends
in groups
individually

office@cttb.education



employment/labor law, employment contract, other types & forms of contracts for work
work place relations, post appointment, remuneration, payroll, restrictive covenant
trade unions, work time, entitlements, EU regulations, retirement pension scheme
firing, & hiring, motivation and coaching at work, head-hunting, interviews
promotion & demotion, talent management, annual assessment,
organizational culture



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service language product sales and presentation- trade negotiations- marketing- PR-

example workshops

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MARKETING ENGLISH PRACTICE

specialized language
workshop

in the morning
before work

at lunch time
at office on-line

in the afternoon
at weekend

individual and group classes

globally, locally, online

office@cttb.education



what is Marketing, needs, wants and demands, products and service, quality, quality, exchange, transactions, markets, customer value transactions, markets, customer value and satisfaction, Customer Value, Value Chain, Value Delivery System, Retaining Customers, The Cost of Lost Customers, Customer Retention, Relationship Marketing, Profitability, Implementing TQM, Product, Competitor, Objectives, Strategics, Positions, Moves, Strategies, Budgets, Marketing Mix Branding, Packaging Decisions, SWOT Analysis, Marketing plan Audit, Reaction Patterns, Selecting Competitors to Attack and Avoid, Competitive Intelligence System, Product Attributes, Executive Summary



mobile+48 603407223 we work 24/7 we work everywhere you are we work in your language we work with confidentiality we work to get the best of you

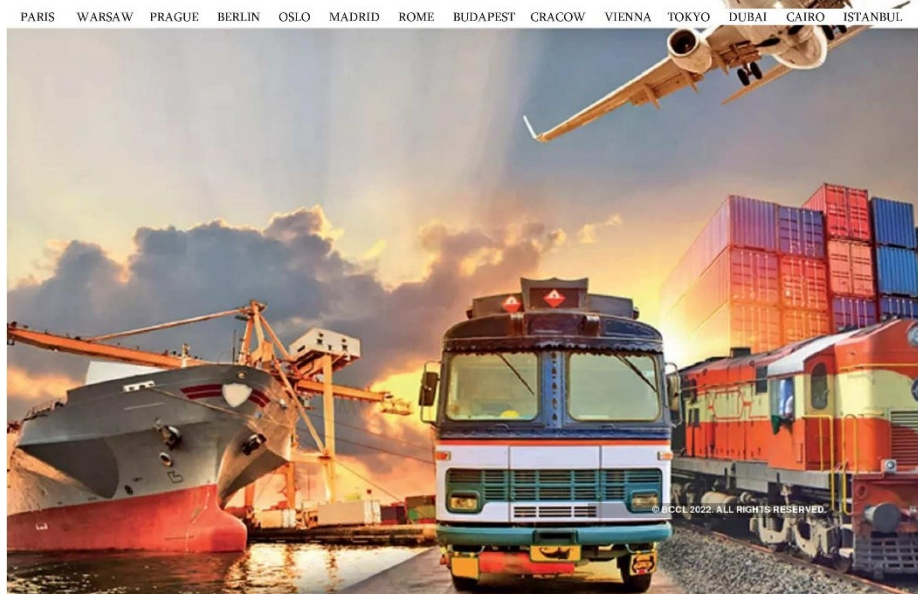


Google

trade and logistics language

logistics and hub centers-

example workshops



practical workshop
in English language

LOGISTICS

basic terminology, units of measurement and weight, abbreviations used in logistics, means of transport, machines and devices, warehouses, materials and goods, packaging, inventory, technological process, supply chain management, negotiations, documentation and correspondence, letters and forms, OHS AND professions in logistics organizational structure of the company, applying for a job in logistics communication in logistics, including a phone call, advertising, economic cost analysis



CTTB
Coaching Training & Consultancy Ltd. London U.K.

bark
PROFESSIONAL



ENGLISH LANGUAGE for PROFESSIONALS

PRACTICE FOR PROFESSIONALS

office@cttb.education

www.cttb.education

in your office; on-line



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ITC language

example workshops



specialized English language workshops in IT

ICT & IT basics and vocabulary, databases, hardware and software, computer systems and networks, operating systems & multimedia, programming languages business intelligence, data mining and governance, software development and testing web design & graphics, interfaces & GUI, input & output devices, discs and drives, needed describing skills, word building grammar – only if necessary: structures, questions and answers

ENGLISH PRACTICE FOR IT PROFESSIONALS

in the morning
in the afternoon
at weekends
in groups and individually
locally, globally, at home, in the office



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medical language dentistry- paramedics and nurses- medicine (basics)- care of a dependent person-

example workshops



for a nurse and a doctor, general practitioner workshop on interviews with patient and relationship building, care system and hospital organization describing treatment and treatment process, verbal instructions and reading written medical records, presentation and diagnosis of a medical examination, symptoms, diseases, systems, infections, x-rays, therapies prevention, symptoms, symptoms, diseases, systems, infections, x-rays, therapies

ENGLISH LANGUAGE for PARAMEDICS

& medical staff

PRACTICE FOR PROFESSIONALS

before work
at weekends
in groups

in the morning
in the afternoon
individually and

in your meeting room
in your office room
locally globally on-line



office@cttb.education



Google

miscellaneous

Academic English

call center, reception etc.

example workshops

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ACADEMIC ENGLISH PRACTICE

specialized English
workshop

in the morning
at lunch time
on-line
in the afternoon
at weekends

individual and group classes

globally locally on-line



office@cttb.education



designing a syllabus, responding to questions and comments, evaluation and summing-up writing to publish, preparing to write, processing information, describing research planning a conference Q&A session, a round-table & a panel discussion giving a lecture or making a presentation and many other practical academic skills

we work 24/7

we work everywhere you are

we work in your language

we work with confidentiality

we work to get the best of you



Google

miscellaneous norms and standard diplomacy, negotiations

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ENGLISH in POLITICS PRACTICE

Specialized language workshops
in the morning before work
at lunchtime
in the afternoon
at weekends
in groups and individually

globally locally online



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we work 24/7 we work everywhere you are we work in your language we work with confidentiality we work to get the best of you



diplomatic relations, world peace and war, elections, government, the constitution
etiquette, government and branches or agencies, the president and the monarchy
economy v. business, NATO, EU, UN, WTO, international economic relations
politics and diplomatic relations, diplomatic visits, international trade
trade missions, fairs and exhibitions, trade barriers and restrictions



Google

Social English skills in
most powerful and most effective Small Talk
Speaking Skills in English, accent, intonation
collocations, idioms, sayings, etc.

Communication for *Managers*

- weekend crash course*

**ask for brochure via newsletter or email*

all workshops are focused on:

managerial writing
reading
talking
listening
speaking

and all above mentioned in one: integrated skills



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CTTB



Professional English language services Coaching services

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