

**TC3 Global Connections  
Pre MBA Intensive ESOL Program  
June 1-July 31, 2009**

**Overview**

The Pre-MBA Intensive ESOL Program is designed to equip international college graduates with the English skills necessary for success in US MBA programs.

**Skills**

Program participants will increase their English proficiency in the following areas:

- Discipline-Specific Vocabulary
- Case Discussion Strategies
- Academic Reading
- Academic Writing
- Business Correspondence (primarily e-mail writing)
- Presentation Skills

Program participants will also have the opportunity to interact with local businesspeople, to practice MBA coursework with native-speaking business professors, and to participate in case discussions led by professors at US accredited business schools.

**Program Components**

A brief description of program components appears below:

**Orientation**

The program orientation will provide participants with detailed information regarding program procedures and expectations.

During the orientation, program participants will also set individual business English-related goals for the program. ESOL professionals will aid participants in setting SMART (strategic, measurable, attainable, realistic, timely) goals. These same ESOL professionals will also meet biweekly with program participants to monitor their progress toward their language goals.

**Online Business Concepts Review**

The online business concepts review is a set of online workshops designed to review/summarize basic business concepts in areas such as Strategy, Marketing, Operations, Leadership, and Finance. These online modules will be offered at the beginning of the program, and are seen as the base on which all further business case discussions will be built.

All participants will have access to all modules, and will be expected to take all modules dealing with concepts that are not familiar to them. In case discussions that

take place after week 3 of the program, it will be assumed that participants know and understand all content of all modules.

### **Cross-Cultural Communication Workshops**

Cross-Cultural communication workshops are interactive sessions designed to increase cross cultural awareness and adaptability.

### **Case Study Workshops**

Case Study Workshops provide participants with the fundamental concepts underlying the analysis and discussion of a Harvard-style business case

### **English Instruction**

English instruction will focus on the academic language necessary for success in the graduate business classroom. Participants will improve their proficiency in the 4 skill areas of reading, writing, listening and speaking. Although not the primary focus of instruction, participants will also practice the functional language necessary for conducting business in English.

### **Case Discussion Strategies Instruction**

Participants will engage in hands-on learning, practicing 2 case study discussions per week. Case discussions will be led by a business professor and supported by an English instructor. Participants will receive feedback regarding their analysis and their language used for discussion, and will practice to improve proficiency in these areas.

### **Weekly Practical Assessment**

During weeks where participants receive language and case study instruction, participants will be called to demonstrate what they have learned by roleplaying a day-long, realistic business situation. Participants will be evaluated by language instructors for linguistic competence and by business professors for business acumen.

### **MBA Program Site Visits**

In week 9 of the program, participants will visit US accredited business schools to learn about their MBA programs. Participants will have the opportunity to observe MBA instruction in action, and to interact with nationally renowned business faculty.

### **Case Discussion Practicum**

In week 10 of the program, during the MBA Site Visits, participants will engage in case study discussions led by US accredited business faculty and tailored to the specific interests of the class. This will be the participants' opportunity to apply the language and business skills they have learned over the previous 9 weeks.

### **Final Projects**

The final instructional element of the program will test participants' ability to analyze and discuss real-world, relevant business situations. Participants will prepare a case about a company of importance to them. They will have a limited amount of time to present enough relevant case facts to facilitate an in depth discussion where their classmates and evaluators analyze the important issues in the case.

Participants will be evaluated by a panel of high-ranking local businessmen, business teachers, and language instructors. Evaluation will be based on participants' linguistic and professional ability to analyze complex business situations, present facts under time pressure, and facilitate/contribute to in-depth business discussion.

### **Program Wrapup**

During the final phase of the program, participants will develop an action plan detailing how they will apply what they have learned during the program when they return to the workforce. Participants will then present their action plans to a panel of business professionals and language instructors, who will evaluate their ability to present and the business content of their plan.

Participants will be encouraged to implement these plans when they return to the workforce, and will be offered the opportunity to share their efforts through an on-line post-program discussion forum

### **Social Business English Practicum**

Periodic dinners with recognized figures in local business allow program participants to interact with business professionals in a semi-formal social setting. Select dinners will serve as part of participants English skills evaluation, the focus of evaluation being participants' use of the language and strategies they have been taught for semi-structured business situations.

### **Educational Site Visits**

Site visits to local businesses and/or universities allow participants to interact with members of the local business community. Participants will meet with an MBA employed at the site they are visiting, and learn how an MBA degree is useful to their host at the company s/he works for. Site visit MBA hosts will also lead informational tours of the company at which they are employed.

## Optional TOEFL and GMAT prep workshops

For participants whose GMAT and/or TOEFL scores do not meet minimum qualifications for their chosen program of study, TC3 may offer workshops designed to review test-taking strategies and tips for each exam. These workshops would be offered for an additional fee.

As these workshops are offered on an as-needed basis, advance registration will be required. Workshops can only be opened for a minimum of 6 interested participants.

## Agenda

There are 2 options regarding program length. When registering, participants should select the option they would prefer.

Each option will only be available for a minimum of 10 participants. Should a participant register for a program option which closes due to insufficient registration, that participant will be offered the opportunity to register for the other program option.

An overview of each program option appears below.

### Option A: 10 week in-residence program

Program length is 10 weeks, at TC3. A “helicopter view” of the program appears below:

**Week 1:** Orientation, Cross Cultural Communication/Case Study workshops

**Weeks 1-3:** Online business concepts review

**Weeks 2-5:** Intensive English instruction, intro to case discussion strategies

**Weeks 6-8:** English instruction, case discussion strategies intensive practice

**Week 9:** Final projects

**Week 10:** MBA program site visits, case discussion practicum

See “Sample schedule, 10 week option” for more details.

### **Option B: 2 weeks online/8 weeks in-residence program**

Program length is 2 weeks of online instruction taken in the home country, then 8 weeks of in-person instruction at TC3. A "helicopter view" of the program appears below:

**Weeks 1, 2:** (In home country) Online business concepts review, Business Correspondence online module

**Week 3:** (At TC3) Orientation, Cross Cultural Communication/Case Study workshops

**Weeks 4-8:** Intensive English instruction, intensive case discussion strategies practice

**Week 9:** Final projects

**Week 10:** MBA program site visits, case discussion practicum

See "Sample schedule, 8 week option" for more details.

In addition to the program components listed above, participants will also have the opportunity for weekly Dinner Options, Educational Site Visits, and Business English tutorials.

Optional TOEFL and GMAT prep modules may also be available.

### **Costs**

The cost for both the 8 week in residence and the 10 week in residence option is \$5000.

This cost includes instruction, books and accommodations while at TC3, as well as on-line instruction and transportation/accommodations for week 9 of the program. Additional costs that are not included and that must be considered are airfare to and from JFK airport in New York City, food, visa expenses, and medical insurance (2 months' insurance must be bought from TC3 at a cost of approximately \$100/month).