



ASSISTANCE



BUSINESS



ENGLISH

BALUARDO LAMARMORA, 2B
28100 NOVARA (NO.) | ITALIA

WEBSITE JIMIANDBERNIE.COM

LANGUAGE ASSISTANCE SERVICES

J+B HQ | IN SITU | GMEET • ZOOM

**THIS IS EXACTLY
what you've been looking for!!**

We have created a useful range of English language competence-building programs + language services. Not just for **business + business professionals**. For everyone!

- ✓ Upskill English + knowhow
- ✓ Review, practise + test *before* presenting
- ✓ Target your language to your audience
- ✓ Proof-reading, editing and/or rewriting: emails, documents, proposals, sales + marketing campaigns, procedures, and whatever else you need us to *rework*
- ✓ Translations + Interpretation
- ✓ Language Mediation

We've got you covered.

We have built our careers in the worlds of business, teaching + training. It is because of this, that we are uniquely experienced to deliver our hand-picked and designed range of language services – regardless of whether you need to develop more well-rounded or more specific competence for yourself personally, or professionally.

- **Courses** in English: General / Business / Specialist / **Back to Work**; Writing Only; Speaking Only; Certificate Preparation
- **Training** + workshops in the workplace + for project teams (gMeet available)
- **Business Consulting** services > *See web*
- Language **Mediation** services > *See web*
- All types of **translations** – big or small or whatever.
- A range of **other professional services**

GET IN TOUCH

GET BETTER ENGLISH
DO BETTER BUSINESS

JIMIANDBERNIE@GMAIL.COM

LIVE • SOCIAL | JIMIANDBERNIE

COMPANIES • BUSINESSES BUSINESS PROFESSIONALS

1. All **Consulting, Coaching, Training + Workshops** are in English to ensure you use vital language frequently, in the correct style and register.
2. **Language Mediation** is key between you and native and foreign English-speaking peers, colleagues, clients, suppliers, officials, etc + companies when you come together. Mediated by experienced business managers who are mother tongue English.
3. **Professional Development**. Upskill yourself – not just with learning and knowledge – but real knowhow.
 - Practise through Q+As, interviews
 - Job Shadowing
 - Walkthroughs > Proposals, Pitches, Presentations, Interviews, etc
 - Culture / Style Awareness
 - Purposeful, correct language
 - Proof-reading / editing. Don't blow your first (or lasting) impression.

FOR INDIVIDUALS | EVERYONE

1. **Personal Development Skills**: Learn or improve your English | Get ready to travel / study / work abroad • Q+A Interview for your first job, next job, selection committee or university... or a range of English language skills (just writing, speaking, just because)
2. **Study Vacations**. With madre lingua English experienced in teenage SVs.
 - *Middle School + High School students*
 - **IN ITALY** with **JIMI+BERNIE**
 - With our partner language school **EIRLINGUA IN IRELAND**.
3. **Language Translation Services**.
 - **Written Services** • *English, Italian, Spanish, German, French, Russian*
 - **Spoken Translation / Interpretation** *English > Italian • Italian > English*

A 360° APPROACH

PERSONALLY • PROFESSIONALLY
J+B HQ | IN SITU | GMEET • ZOOM

We believe in a complete, cohesive + workable way of doing things and with realistic actions + solutions.

This allows us to help our in business and your job – as well as with English language learning, or excellence.

We've got you.

Our career wheelhouse rests on years of working directly in corporations + multi-nationals, armed with MBA and professional experience in the public + private sectors, with SMEs + owner-operators + running language schools.

We help you **develop the competence you need, exactly where you need it** and within a controlled time frame.

Make your effort count. Do it in English.

- We develop all of our services to help you achieve more + more beneficial.
- Our range of **business and language services** ensure that *what* you need to say and do + *how* you need to say it and do it, are effective... **in English**.
 - ✓ Business Consulting
 - ✓ Coaching + Workshops + Workplace Training > Upskill individuals / teams
 - ✓ Mediation > Clients, peers, officials
 - ✓ Professional Development
 - ✓ A range of English language courses

CONSULTING | COACHING

Develop extra competence in yourself, your workforce and workplace – as **we work with you** to manage and improve your business, colleagues, workforce + you through hands-on consulting.

LANGUAGE MEDIATION

We'll do the nitty gritty English. Ensure your communication is clear, specific and purposeful with your audience... Everyone is understood as intended.