



Proposal

Workplace English Training E- Magazine

for

ABC COMPANY

Company Background

The Language Key has been providing quality workplace English programs to local and international companies in Hong Kong since 1994 and in China since 2002.

We have a reputation among our clients for producing practical workplace English resources, as well as for providing tailor-made training programs designed to develop local employees' English language skills for the workplace.

For further information about **The Language Key** and the services we offer, please visit our website at: www.languagekey.com

Workplace English Training E-Magazine

What is 'Workplace English Training E-Magazine'?

Workplace English Training E-Magazine is a monthly interactive online magazine, it consists of:

- 1) [Workplace English Training E-Magazine](#) (a monthly interactive Internet magazine, including an archive of past issues); and
- 2) [The Learning Centre](#) (the most comprehensive Business English reference resource available anywhere on the Internet).

Who is 'Workplace English Training E-Magazine' suitable for?

The E-Magazine is for learners from Pre-intermediate to Advanced levels. The interactive exercises are graded according to their level of difficulty.

How can you access it?

- 1) From our global server.
- 2) By downloading each month an offline version from our site. This can be attached to your company's Intranet server or duplicated on CD-ROM for your staff.

How can you monitor your staff's usage?

This is not a training course, so we cannot evaluate how much your staff have learned by using the product. We can, however, provide you with regular statistics on how often your staff have accessed our site, how many pages they have viewed, how many files they have downloaded, etc.

Usage will also depend greatly on how you promote the product within your company. We can help you with this.

Workplace English Training E-Magazine

What is the content of each issue of Workplace English Training E-Magazine?

Each issue of [Workplace English Training E-Magazine](#) is packed with interesting lessons, learning worksheets and interactive self-correction exercises. The following sections are included in every issue of the E-Magazine:

- Business Speaking & Listening
- Business Writing & Reading
- Business Grammar & Usage
- Business Vocabulary
- Tips for Learning English
- English Product & Website Reviews
- Language puzzles, jokes and culture tips
- Editor's Corner

The Learning Centre + Search Facility

What does the Subscriber's Area Include?

- Current issue of E-Magazine
- Back issues Archive
- The Learning Centre
- Business English Forum
- Advanced Search Facility
- Clarity Voice Recorder

**Sample List of Clients
 Using E-Magazine**



Purchase of Workplace English Training E- Magazine

When your company purchases a **One-Year license** for Workplace English Training E-Magazine, your staff will have unlimited access to:

- 1) Workplace English Training E-Magazine, including past issues; and
- 2) The Learning Centre

Access to Workplace English Training E-Magazine can be through your company's intranet server, or our website at www.workplace-english-training.com. An offline version of Workplace English Training E-Magazine will be available for you to download from our website each month. This version is suitable for your Intranet site.

Costs

ABC Company Special Price for One-Year: US\$XX,000.00

This includes unlimited access to:

- Workplace English Training E-Magazine via your company's intranet and/or www.workplace-english-training.com for your staff, as well as unlimited copying and distribution rights of the offline version to your staff.
- The Learning Centre at www.workplace-english-training.com for all your staff.

Contacting Us

If you have any questions regarding this proposal, please feel free to contact us on XXXXXX
We look forward to hearing from you soon.

Best regards

The Workplace English Training Team