

MET

PROGRAMS GUIDE

Business English for Your Professional Growth

Business English • Conversation • Professional Skills

Mastery. Excellence. Transformation.

Develop your English, communicate your ideas clearly, and prepare for the professional situations that matter to you.

Explore practical training with MET, online and at our Nasr City branch.

Prepared by:

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ABOUT MET

Your Goals. Your Starting Point. Your Progress.

MET — Mr. Marion English Trainer is a specialized English and professional communication training hub based in Cairo, Egypt.

We help adults develop the language and communication skills they need for work, everyday conversations, and professional development.

Whether you are building your foundations, preparing for an interview, working with international clients, or becoming more confident in professional discussions, we help you find an appropriate starting point.

Our approach combines clear explanations, meaningful practice, and constructive feedback. You develop your English by using it in situations connected to your goals.

Our Mission

To help you communicate with greater clarity, confidence, and purpose through practical English training.

Our Values

- **Mastery**

Build stronger skills through practice, feedback, and steady development.

- **Excellence**

Learn through carefully prepared sessions and clear learning objectives.

- **Transformation**

Apply what you learn to the way you communicate in your professional and everyday life.

THE EXPERTISE BEHIND MET

MET was founded by Mr. Marion, a CELTA-certified English trainer with 15 years of teaching and training experience, including work in Russia, Vietnam, Turkey, and the United Arab Emirates.

- His work focuses on adult English learning, Business English, and professional communication.
- This experience shapes MET's approach: explain clearly, provide meaningful practice, give specific feedback, and help learners apply the skill again.

Why Learn With MET?

- **An appropriate starting point**
Your assessment helps us recommend training that matches your current ability.
- **Practice with a purpose**
Activities connect English to situations you want to handle more confidently.
- **Feedback you can use**
Understand what you do well and what to work on next.
- **A clear learning structure**
Follow a program with defined objectives and opportunities to demonstrate your progress.
- **An encouraging learning environment**
Ask questions, try new language, and build confidence through participation.



Meet Mr. Marion

THE MET PROFESSIONAL ENGLISH PATHWAY

Find Your Starting Point

Our Business English pathway includes six levels across three programs.

Pre-Business English

Level 1 | Level 2

Build the language foundations you need for everyday workplace communication.

Business English for Professionals

Level 1 | Level 2

Develop practical English for professional discussions, written communication, presentations, and business situations.

Advanced Business English for Professionals

Level 1 | Level 2

Strengthen your communication for complex discussions, stakeholder relationships, influence, and leadership.

The Standard Level Structure

20 live training hours

10 sessions

2 hours per session

2 sessions per week

5 weeks per level

Each two-level program provides 40 live training hours. The complete six-level pathway provides 120 live training hours.

Your assessment determines the recommended starting level. You do not need to begin at Level 1 or enroll in the complete pathway.

Pre-Business English

Build a Stronger Foundation for Work

This program is suitable for adults who need stronger English foundations before moving into more demanding business communication.

You develop essential vocabulary, grammar, listening, and speaking through familiar workplace situations

Skills You Will Practise

- Forming clearer, more accurate sentences.
- Asking and answering common workplace questions.
- Understanding essential work-related vocabulary.
- Writing simple professional emails and messages.
- Expressing basic opinions and explaining everyday needs.



Pre-Business English Level 1

Practise introducing yourself and your role, describing your company, arranging appointments, handling simple calls, and writing short workplace messages.



Pre-Business English Level 2

Develop your ability to participate in basic meetings, explain procedures, discuss priorities, respond to customers, and give simple updates and recommendations.

Business English for Professionals

Communicate with Greater Confidence at Work

This program is designed for learners who have a foundation in English and want to communicate more effectively in professional situations.

You develop your language through realistic business tasks, discussions, written activities, and presentations.

Skills You Will Practise

- Contributing ideas and clarifying information in meetings.
- Writing clearer, better-organized professional messages.
- Presenting information and answering questions.
- Explaining problems and recommending solutions.
- Responding to different viewpoints professionally.



Business English for Professionals Level 1

Practise professional introductions, networking, meetings, emails, reports, digital communication, and presentations. Work on organizing your ideas, choosing an appropriate tone, and responding clearly to questions.



Business English for Professionals Level 2

Develop your communication through negotiation, persuasion, emotional intelligence, problem-solving, and challenging workplace conversations.

Advanced Business English for Professionals

Communicate with Precision, Influence, and Confidence

This program is designed for learners with a strong Business English foundation who want to communicate more effectively in complex professional situations.

It is particularly relevant to experienced professionals, managers, team leaders, and learners preparing for greater communication responsibilities.

Skills You Will Practise

- Explaining and defending recommendations.
- Communicating sensitive or complex information.
- Giving constructive feedback.
- Handling disagreement professionally.
- Presenting a clear, persuasive message.
- Adapting your language and tone to your audience.



Advanced Business English for Professionals Level 1

Develop your approach to stakeholder communication, professional presence, strategic discussions, and difficult conversations.



Advanced Business English for Professionals Level 2

Explore coaching conversations, change communication, collaboration across teams, strategic storytelling, and executive discussions.

THE PROFESSIONAL GROWTH COLLECTION

Mr. Marion Professional Growth Collection

Develop the Skills Behind a Strong Professional Impression

Five focused programs help you work on how you communicate, present yourself, and respond to professional situations.

1. Job Interviews

Prepare clear, relevant answers, explain your experience, demonstrate your strengths, and respond thoughtfully to challenging questions.

2. Sales & Closing

Explore how to understand customer needs, ask useful questions, communicate value, handle objections, and guide a conversation towards a clear next step.

3. Professional Communication

Develop active listening, clear messaging, appropriate tone, and constructive responses in workplace conversations.



4. Confidence & Personal Impact

Work on expressing your ideas, managing hesitation, participating more confidently, and presenting yourself with greater assurance.

5. Professional Presence & Body Language

Explore how posture, eye contact, gestures, voice, and delivery affect the way your message is received.

The collection combines practical guidance, reflection, and activities that connect each skill to professional life.

Contact MET for the available format, schedule, fees, and enrolment options. Collection access is confirmed separately from your English program.



YOUR LEARNING EXPERIENCE

Learn. Practise. Receive Feedback. Apply.

At MET, you take an active role in your learning.

Sessions give you opportunities to speak, listen, write, ask questions, and try again with guidance.

Depending on your program and level, you may practise delivering a presentation, rewriting an email, handling a customer conversation, discussing a problem, or explaining your point of view.

What Your English Program Includes

- Live, trainer-led sessions

Guided learning with opportunities to participate and ask questions.

- Learning materials

Resources and activities that support the skills covered in your program.

- Practical assignments

Tasks that help you continue learning between sessions.

- Regular feedback

Correction and guidance on your language and communication.

- Progress checks

Activities, assignments, and assessments that help identify strengths and areas for development.

A MET Certificate of Completion

Available to learners who meet the program's completion requirements.

Materials, access arrangements, assessment activities, and certificate requirements are explained for your selected program before you begin.

YOUR LEARNING JOURNEY

Start with a Clear Plan

1. Tell Us About Your Goals

Contact MET and tell us what you want to improve, how you currently use English, and which study format interests you.

2. Complete Your Placement Assessment

Written and oral assessment helps us understand your current English ability and identify the areas that need attention.

3. Receive Your Recommendation

We explain the recommended program and starting level, helping you understand where to begin.



YOUR LEARNING JOURNEY

4. Choose an Available Schedule

Review the available groups or private training options and select a suitable schedule.

5. Confirm Your Enrolment

Receive your course details, fees, payment information, and study policies before confirming your place.

6. Begin Learning and Follow Your Progress

Attend your sessions, complete the practice tasks, use your trainer's feedback, and review your development throughout the program.

Your first step: contact MET to book your placement assessment.



MET

Let Your English Reflect Your Expertise.

You have ideas to share, experience to explain, and goals to work towards.

Develop the confidence and communication skills to express them.

Book Your Placement Assessment

Tell us about your goals. We will help you find the right program and starting level.

MET — Mr. Marion English Trainer

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Contact MET on WhatsApp



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