

ERASMUS+

Intensive General English plus English for Business

Course Ref: **EP 7**

Entry Levels

CEF B1 to C1

Daily Teaching Sessions

Morning: 4 x 45 minutes (3 hours)
Monday to Friday

Afternoon: 2 x 45 minutes
(1 hour 30 minutes)
Monday to Thursday

Total course contact hours:
21 hours (28 lessons) per week

Maximum class size 12

Course Provider:

Richard Language College

43-45 Wimborne Road
Bournemouth BH3 7AB
United Kingdom
Tel: +44 (0) 1202555932
Fax: +44 (0)1202555874
Email: enquiry@rlc.co.uk
Web: www.rlc.co.uk

in association with:

**Shadows Professional
Development Ltd**

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This course is aimed at teachers who are non-native speakers of English and

- teach English for Business / English for Professional Purposes **or**
- teach or will teach their business related subject(s) through English (CLIL) **or**
- need to develop their language skills in order to study relevant literature and publications in English or to communicate within international projects.

Objectives

The intention is to equip participants with English for Business key language and communication skills appropriate in professional, educational and social contexts.

This course involves small group teaching, allowing concentrated, thorough study of English, and develops all aspects of English - listening, speaking, reading and writing - with special reference to communication skills needed in business and professional life as well as in teaching Business English in secondary or vocational education.

The course will develop the participants' language skills to help enable them to teach and communicate in English efficiently and successfully.

Preparation

Pre-course Preparative Modalities:

- On-line Language Level Assessment
- Needs Analysis
- Pre-Course Reading List
- On-Line Participants' Forum
- Pre-Course Cultural Counselling
- Pre-Course UK Practical Arrangements

Practical Arrangements

Intra-Course Modalities offered by the Course Provider

- Course Tutor
- Pedagogic Learning Materials Included
- Exchange of Best Practice
- Participants' Evaluation Feedback
- Pastoral Care, 24 hr Emergency Number
- Accommodation Service
- Optional Cultural Activities and Visits

Follow up provided

Post-Course Modalities

- Linguistic Profile based on Common European Framework of Reference
- A Certificate of Attendance and Achievement
- Europass Mobility
- Post-Course Forum
- Applicant Dissemination and Exploitation Advice

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Intensive General English plus English for Business Communication

Course Topics

Listening Skills

Listening skills will be practised extensively, using a variety of activities and tasks, to enable students to be able to process the information and become more confident in this skill.

Speaking Skills

Speaking will be an integral part of lessons. Students are given the opportunity to express their ideas in a relaxed classroom atmosphere, by use of a range of activities to encourage communication.

Reading Skills

A variety of reading activities is used to encourage students to develop the various reading skills that are needed to read effectively.

Writing Skills

Writing will be practiced to develop accuracy. Writing activities may also be set for homework.

Grammar Awareness

Grammar for effective communication will be presented and practiced at all levels.

Vocabulary

Vocabulary is a key element in learning a foreign language. Activities to encourage the acquisition of vocabulary are an integral part of the course.

English for Professional purposes

Socialising in English

Putting clients at ease

English for Travel

Making travel and accommodation arrangements

Telephone English

Acquisition and practise of telephone language in a professional context

Practical Writing

Memos, e-mails, CV's

Presentation Skills

Practise in making short presentations in their fields

Describing Trends

Describing trends in a Professional Context

Meetings and Discussions

Techniques for successful negotiations

The Recruitment Process

Interviews and Job Applications

Course Content & Strategies

Our 'Intensive General English plus English for Business' course is designed to prepare students who wish to use their English in a professional context.

Morning lessons will concentrate on general English (listening, speaking, reading, writing, grammar, vocabulary). **Afternoon** lessons will concentrate on professional English used in the workplace. A wide range of business related topics and materials is used. Role-play is based on realistic case studies.

The Class Tutors are responsible for the class's progress and academic welfare. Homework is set and student progress is discussed at the weekly Teachers' Meeting. Students have regular tutorials with their teachers to discuss their progress and ways to maximise their learning.

Sample Programme

This is a sample of a schedule which can be adapted to suit the participants' needs.

Two-Week Course - Total number of course contact hours: 42 hours

WEEK 1	Day One	Day Two	Day Three	Day Four	Day Five
8.50	Welcome	Lessons will be topic based with new language being presented through a variety of listening, speaking and reading tasks. The lessons will follow an integrated approach to enable all 4 skills (reading, writing, listening and speaking) to be developed. Morning lessons will involve grammar presentation and practise, as well as activities to help with the acquisition of key vocabulary.			
09.15-12.35	Testing and Evaluation RLC Orientation				
Lunch Break					
14.00-15.30	Socialising in English (making small talk)	English for Travel Making travel and accommodation arrangements	Telephone English Students will learn and practise telephone language in a professional context	Practical Writing in the Workplace (memos, letters, emails, and CVs)	Free afternoon for self-study or optional activities

Sat and Sun	INFORMAL LEARNING: Personal research, cultural visits and activities, practising language skills
Sat or Sun	CULTURAL VISIT: One Full Day Excursion included in Two-Week Course (optional for 1-wk course)

WEEK 2	Day One	Day Two	Day Three	Day Four	Day Five
09.15-12.35	Lessons will be topic based with new language being presented through a variety of listening, speaking and reading tasks. The lessons will follow an integrated approach to enable all 4 skills (reading, writing, listening and speaking) to be developed. Morning lessons will involve grammar presentation and practice, as well as activities to help with the acquisition of key vocabulary.				
Lunch Break					
14.00-15.30	Describing Trends in a Professional Context	Meetings and Discussions	The Recruitment Process and How to Make a Job Application	Presentation skills: Students will practise making short presentations in their fields	Free afternoon for self-study or optional activities

One-Week Course – either WEEK 1 or WEEK 2 - Total of 21 course contact hours

Three-Week Course on request - Total of 63 course contact hours

Outcomes

The course provides participants with key language and develops the 4 skills Reading, Writing, Listening and Speaking in a professional context. Participants improve confidence in using the language and develop their communicative skills. The course equips them with useful classroom vocabulary and improves fluency, accuracy and authenticity.