



Helping engineers to develop effective business communication skills in English



The School

ELC has been working with international business people for over 50 years. Courses take place in our dedicated Business Centre where the fully-equipped executive training rooms include interactive whiteboards. Our specialist trainers are highly experienced and well qualified with a proven track record of success working with business people of all types and at all levels.

The Course

FE is a 2-week course of 30 lessons per week (22.5 hours) with a maximum of 8 participants. Each course is designed by the trainer to meet the needs of its participants and is therefore a unique package, targeted to improve business performance in English. There is a focus on using English in your daily work and on communication skills for engineers: eg. describing processes and performance, discussing technical drawings, explaining complex ideas

Trainers use presentations, case studies, workshops and role-play simulations. Some sessions are filmed for detailed analysis and feedback. Use of our computerised Language Laboratory focuses on pronunciation and intonation and participants have free access to our self-study centre outside their lesson times.

Course Content and Outcomes

By the end of the course you will be able to use English more confidently in your daily work and communicate more effectively in the technical and business areas that were focussed on. The course is based on a detailed Needs Analysis that begins prior to arrival and is reviewed continuously throughout the two weeks. The content is therefore flexible, but a typical course will include:

- Discussion skills and participating in meetings
- Explaining complex ideas and giving technical instructions
- Making presentations
- Telephoning and e-mailing
- Technical writing

Key Facts

- A practical, flexible and highly personalised course
- 30 lessons per week (22.5 hours)
- Maximum 8 participants; Minimum age 21
- Intermediate level of English or above
- Business Suite facilities include TV, coffee lounge and Wi-Fi access
- **Recommended for:** engineers or people with an engineering background who use, or will need to use English in their daily job



Sample Timetable

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	Introductions: <ul style="list-style-type: none"> Welcome to the ELC Trainers, course & materials Needs Analysis: <ul style="list-style-type: none"> Establishing business needs Goal & objective setting 	Describing processes & procedures: <ul style="list-style-type: none"> Giving the background Giving the outline Sequencing steps & stages 	Business Skills: E-mailing <ul style="list-style-type: none"> Fixed phrases Formal v. informal language Being clear and polite Tips & guidelines 	Business Skills: Meetings <ul style="list-style-type: none"> Giving your opinion Effective contributions The language of meetings 	Discussion skills 3: <ul style="list-style-type: none"> Question techniques Handling difficult questions Agreeing/ disagreeing
10:30 – 10:50	BREAK	BREAK	BREAK	BREAK	BREAK
10:50 – 12:20 (2 lessons)	Initial presentation: <ul style="list-style-type: none"> Presenting yourself and your company Describing your products/ services Roles & responsibilities 	Language focus: <ul style="list-style-type: none"> Use of the passive Prepositional phrases 	Podcast: Email technology Internet resources: Technical English on the web	Role-play: Meeting simulation. Videod for analysis and group feedback	Business Skills: Presentations <ul style="list-style-type: none"> Effective introductions Emphatic language Structuring your talk
12:20-13:20	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:20 - 14:50 (2 lessons)	Discussion skills 1: <ul style="list-style-type: none"> Explaining technical concepts Describing how things work Describing diagrams & technical drawings 	Case study: A real technical process Plus analysis and group feedback	Discussion skills 2: <ul style="list-style-type: none"> Checking understanding Clarifying & paraphrasing Simplifying complex ideas Plus mini discussion.	Language skills workshop: Improving your listening Video session: Topical engineering projects	Role-play: Technical problems <ul style="list-style-type: none"> Practice presentations Q&A Analysis & feedback
14.50+	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME

WEEK TWO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	Course review: Reassessing needs and objectives Workshop: Technical writing	Presenting technical data in meetings: <ul style="list-style-type: none"> Describing graphs and trends Discussing cause, effect & implication 	Business Skills: Telephoning 1 <ul style="list-style-type: none"> Telephone phrases Getting through Leaving a message 	Business Skills: Socialising <ul style="list-style-type: none"> Starting a conversation Sounding interested Conversation topics Plus role-play practice	Problem-solving & decision-making: <ul style="list-style-type: none"> Establishing priorities Making suggestions Weighing up pros & cons Framing solutions
10:30 – 10:50	BREAK	BREAK	BREAK	BREAK	BREAK
10:50 – 12:20 (2 lessons)	Guided discussion: issues in modern technology Plus feedback.	Presentation workshop: <ul style="list-style-type: none"> Preparation for individual presentations Guided personalised text development 	Language skills workshop: Improving your pronunciation <ul style="list-style-type: none"> Personalised advice and practice 	Intercultural awareness: <ul style="list-style-type: none"> Cultural differences Business & management issues Working in an international team 	Final role-play: Problem solving meeting <ul style="list-style-type: none"> Plus analysis and group feedback
12:20-13:20	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:20 - 14:50 (2 lessons)	Language awareness: Words, word families & phrases Self-study skills: Developing technical vocabulary	Individual presentations plus Q&A session <ul style="list-style-type: none"> Videod for analysis and group feedback 	Business Skills: Telephoning 2 <ul style="list-style-type: none"> Asking politely Giving technical instructions over the phone Plus role-play practice	Language awareness: Grammar Self-study skills: Developing good study habits	Course review: <ul style="list-style-type: none"> Evaluation & feedback Lessons learned Going forward Open forum
14.50+	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME