

# ERASMUS+ Language & English for Business

## For Teachers using English as a Foreign Language

### Course Ref: TR 7

#### Entry Levels

Minimum Level CEF B1

#### Daily Teaching Sessions

#### Methodology and Teaching Strategies

**Morning:** 4 x 45 minutes (3 hours)

**Afternoon:** 2 x 45 minutes  
(1 hours 30 minutes)

Total course contact hours:

1 week: 22.5 hours

2 weeks: 45 Hours

**Maximum class size 12**

#### Fees

1 week €585

2 weeks €1045

#### Course Start dates

02/03/20, 04/05/20, 15/06/20,

14/09/20, 30/11/20

### Course Provider:

#### The English Language Centre, Brighton

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OID E10150503

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### in association with:

#### Shadows Professional Development Ltd

PIC 949086219

**This course is aimed at non-native speakers of English teaching English as a Foreign Language to secondary school students and adults.**

### Objectives

To Improve personal fluency for teaching and to give participants working with English the key language and communication skills necessary in educational, social and vocational contexts.

To provide effective training for teachers to better enable them to teach and communicate in English confidently and efficiently.

**Morning programme:** a balanced focussing on the 4 skills of speaking, listening, reading and writing whilst covering essential grammar, vocabulary, pronunciation and colloquial language. Small groups allow concentrated, focussed study of English.

**Afternoon programme:** provides participants with practical ideas to help them reflect on and develop their current Business English teaching practice. Participants will:

- develop a comprehensive understanding of the business world
- extend their range of techniques for teaching business English.

### 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

- Europass Mobility
- Post-Course Forum
- Applicant Dissemination and Exploitation Advice

# Language & English for Business

## Course Topics

### MORNINGS

**Listening Skills and Speaking Skills...**  
are a core part of all lessons developing confidence and fluency

**Reading and Writing Skills...**  
enable participants to read and write effectively and extend their vocabulary and grammar.

**Grammar Awareness....**  
necessary for effective communication will be presented and practised in a variety of contexts.

**Vocabulary Development...**  
is a core part of all lessons to build the participant's range of passive and active vocabulary.

### WEEK ONE AFTERNOONS

Sales & Marketing

Finance & Financial statements

Production & Operations / International Trade

Human Resources

Management

### WEEK TWO AFTERNOONS

Assessment of speaking skills; Using the CEFR

Communication Skills: Negotiations

Applying learner style theory in BE

'Access-self' materials: mind maps & frameworks

## Course Content and Strategies

The course focuses on fluency and methodology and their practical application to the classroom.

Participants will be encouraged to share their own ideas and experience in a friendly, supportive atmosphere and develop networks with participants from other countries. There will be opportunities throughout the course to exploit the UK context by collecting relevant authentic materials, making contact with native speakers and taking part in the school's social and cultural programme, and outings.

This course has a maximum class size 12. Trainers seek to give their colleagues greater personal fluency, more confidence in the classroom and insights into current language teaching methodology and techniques to improve teaching skills.

ELC Brighton classes in English as a Foreign Language include students studying with us for both short and long stays. Participants may observe our experienced, qualified EFL teachers in action.

## 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: 45 hours**

**One-Week Course - WEEK 1 or WEEK 2 -Total no. of course contact hours: 22.5 hrs**

WEEK 1	Day One	Day Two	Day Three	Day Four	Day Five
(8.45) 09.00-10.30	Welcome to the school, briefing and orientation Intro to course	English Language Skills	English Language Skills	English Language Skills	English Language Skills
11.00-12.30	English Language Skills	English Language Skills	English Language Skills	English Language Skills	English Language Skills
Lunch Break					
13.30-15.00	Sales Marketing	Finance Financial statements	Production & Operations International Trade	Human Resources	Management

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

WEEK 2	Day One	Day Two	Day Three	Day Four	Day Five
09.00-10.30	Welcome to the school/ English Language Skills	English Language Skills	English Language Skills	English Language Skills	English Language Skills
11.00-12.30	English Language Skills	English Language Skills	English Language Skills	English Language Skills	English Language Skills
Lunch Break					
13.30-15.00	Assessment of speaking skills Using the CEFR	Communication Skills: Negotiations	Applying learner style theory in BE	'Access-self' materials: - mind maps - frameworks	Course review Q&A

## Outcomes

- Improved personal English Language Skills
- Strategies, skills and activities of teaching English as a Foreign Language
- Enhanced classroom methodological practice.
- Improved confidence in class
- Better awareness of learning needs, difficulties and behaviour
- Improving students' motivation
- Deeper sensitivity to cultural diversity
- Interpersonal Skills and Teamwork
- Knowledge of other European Systems of Education
- Better knowledge of Erasmus+ potential for your own and others' professional development