



The course is designed for non-native teachers in adult education.

Objectives

This very practical course is designed to help teachers to:

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

Each session looks at a different aspect of teaching Business English (eg Developing Industry Specific Materials, Using a business context to approach grammar, Intercultural awareness: the implications of cultural differences, Presentations: Developing learner techniques (eg Chunking, voice control), etc)

Methodology

Input will be provided in a variety of ways (including seminars and practical workshops, trainer summaries and demonstrations) that take account of the course participants' different learning preferences and styles. Participants will be encouraged to share their own ideas and experience, 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.

Preparation

A preparation pack is sent to participants on enrolment. Before the start of the course, participants will be asked to complete a pre-course questionnaire and a pre-course task which will enable the trainers to focus more specifically on the exact needs of the participants - the attached timetable, therefore, shows a sample programme for this course. The trainers will review the pre-course task during the course.

Follow up

Participants will be asked to complete a Study Journal during their stay to reflect on the new ideas they have experienced and on how they will incorporate them into their teaching and in their workplace. On the final day participants will present their own action plans and discuss these within their group. Follow up support is available via email and participants will be encouraged to report on their progress.

Outcomes

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|--|---|
| <ul style="list-style-type: none"> • Improved personal English Language Skills • Improved confidence in class • Deeper sensitivity to cultural diversity • Knowledge of other European Systems of Education • Strategies, skills and activities of teaching EFL | <ul style="list-style-type: none"> • Better knowledge of Erasmus+ potential for your own and others' professional development • Enhanced classroom methodological practice • Improving students' motivation • Interpersonal Skills and Teamwork • Better awareness of learning needs, difficulties + behaviour |
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Course Provider

The English Language Centre, Brighton (PIC943968790)
33 Palmeira Mansions, Brighton, BN3 2GB; T: +44 1273 721771, E: info@elc-brighton.co.uk

Total Course Contact hours:

1 week = 22.5 hours, 2 weeks = 45 hours

Course Timetable

Monday to Friday 9.00-10.30, 11.00-12.30, 13.30-15.00

Class Size:

Maximum 12 participants per class

Minimum Level:

CEFR B1 Intermediate

Course Fees:

£740 + registration fee £90

Accommodation:

Homestay £147 pw; Hotels from £60 pppn

Course reference and dates:

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|------|---------------------|
| TBE1 | 15/07/19 – 26/07/19 |
| TBE2 | 29/07/19 – 09/08/19 |
| TBE3 | 30/09/19 – 11/10/19 |



Sample timetable

| WEEK 1 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|--|--|---|--|---|
| 9.00 - 10.30 | Introductions to school and course and study journal. What is BE? | Communication skills: Telephoning | Communication skills: Meetings Practicing key phrases | Communication skills: Presentations Use of voice | Communication skills: Social English |
| 10.30 – 11.00 | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> |
| 11.00 - 12.30 | Needs Analysis and course design 1 | Needs Analysis and course design 2 | Language in BE: Lexis | Language in BE: Grammar | Using analytical tools (eg SWOT, STEP, Boston Matrix, Balanced Scorecard) |
| 12.30 - 13.30 | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> |
| 13.30 - 15.00 | The business world: Sales Marketing | The business world: Finance Financial Statements | The business world: Production & Operations International trade | The business world: Human resources | The business world: Management |
| AFTERNOON | <i>Optional social and cultural programme and/or supervised self-study</i> | | | | |
| EVENING | (optional) 20.00 Welcome drink – meet at school | FREE TIME | FREE TIME | FREE TIME | FREE TIME <i>Weekend excursions available</i> |

| WEEK 2 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|---|---|-------------------------------------|---|---|
| 9.00 - 10.30 | Communication skills: Emails & reports | Exploiting authentic texts and material development | Evaluation of published materials | Communication skills: The culture of conversation | Trainee project presentations |
| 10.30 – 11.00 | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> |
| 11.00 - 12.30 | Techniques for teaching 1:1 | Intercultural awareness | Role-plays and case studies | Special situations: -In-Company -Pre-experience -Exams | Trainee project presentations cont. Feedback |
| 12.30 - 13.30 | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> | <i>BREAK</i> |
| 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 |
| AFTERNOON | <i>Optional social and cultural programme</i> | | | | |
| EVENING | FREE TIME | FREE TIME | FREE TIME | <i>Farewell party</i> | FREE TIME <i>Weekend excursions available</i> |