



The course is designed for teachers of business English in adult education settings. It is also relevant to teachers working in further education and vocational college settings.

Objectives

This very practical course is designed to support teachers by:

- developing comprehensive understanding of the business world
- extending their range of techniques for teaching business English
- supporting language awareness
- raising awareness of strategies to continue professional learning
- improving confidence in materials design and selection

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)

Methodology

Input will be provided in a variety of ways (including seminars, 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 develop participants' English language skills and to exploit the local 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 should complete a pre-course questionnaire which will enable the course leaders to focus more specifically on the exact needs of the participants - the attached timetable, therefore, shows a sample programme for this course.

Follow up

Participants will 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. They also develop a classroom project. Follow up support is available via an alumni email group and participants will be encouraged to report on their progress. A course VLE will be set up for participants to collaborate and share online.

Outcomes

- 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 for teaching
- 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

Course Provider

The English Language Centre, Brighton (PIC943968790 / OID E10150503)

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:

£800 + registration fee £90

Accommodation:

Homestay £150 pw; Hotels from £70 pppn

Course reference and dates:

TBE1 18/07/22 – 29/07/22

TBE2 01/08/22 – 12/08/22



Sample timetable

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.30	Welcome to ELC, briefing, orientation	Communication skills: Telephoning	Communication skills: Meetings	Communication skills: Presentations Use of voice	Communication skills: Social English
10.30 - 11.00	BREAK	BREAK	BREAK	BREAK	BREAK
11.00 - 12.30	Needs analysis and course design	Exploiting audio scripts and role plays	Language in BE: Lexis	Language in BE: Grammar	Exploiting published materials
12.30 - 13.30	BREAK	BREAK	BREAK	BREAK	BREAK
13.30 - 15.00	Warmers, fillers and team builders	The business world: Structures and types of company Types o	The business world: Production & Operations International trade	The business world: Human resources	The business world: Local case study visit
AFTERNOON	<i>Optional social and cultural programme and/or supervised self-study</i>				
EVENING	FREE TIME	Networking: Welcome Drink	FREE TIME	FREE TIME	FREE TIME <i>Weekend excursions available</i>

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.30	Communication skills: negotiations	Communication Skills: Business Writing	Communication Skills: Intercultural awareness	Communication skills: workshop	Feedback and Q&A
10.30 - 11.00	BREAK	BREAK	BREAK	BREAK	BREAK
11.00 - 12.30	Language in BE: key phrases	Language focus: key questions	Online tools and technology for BE	Presentations	Exhibition, rounding off and certificate ceremony
12.30 - 13.30	BREAK	BREAK	BREAK	BREAK	BREAK
13.30 - 15.00	The business world: management and HR	The business world: Finance	Workshop	Special situations: in-company/ pre-work / one to one	Networking: farewell afternoon tea
AFTERNOON	<i>Optional social and cultural programme</i>				
EVENING	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME <i>Weekend excursions available</i>