



English at Work

COURSE DETAILS

Course length	40 hours (each module 8 hours)
Lessons	20
Frequency	Two 120-minute lessons per week
Study Centre/homework	2 hours per week (recommended minimum)
Start date	to be decided
Levels	A2 to B2 (Pre-Intermediate - Upper-Intermediate)
Group size	6 – 8 people

COURSE FOCUS

This course focuses on improving your COMMUNICATION SKILLS and covers:

SPEAKING

LISTENING

WRITING

VOCABULARY

PRONUNCIATION

with some work on:

READING

GRAMMAR

COURSE CONTENT

The following is an example of what you will study on this course:

Telephone Skills

- Answering the phone
- Taking messages
- Giving and checking details
- Pronunciation of letters and numbers
- Making travel arrangements
- Taking calls from potential clients
- Making offers and requests
- Arranging meetings and changing arrangements

Email Skills

- Email vocabulary
- Subject lines
- Making enquiries
- Making travel arrangements
- Arranging meetings, changing and confirming details
- Formal and informal expressions
- Being tactful

Meetings

- Making your point
- Interrupting politely
- Giving your opinion
- Agreeing and disagreeing

- Reporting on company progress
- Asking for clarification
- Chairing a meeting
- Making notes during a meeting

Using numbers and symbols

- Dates and times
- Telephone numbers
- Prices
- Saying large numbers
- My company: facts and figures
- Email addresses and websites
- Units of measurement
- Percentages, ratios and calculations

Presentations

- Welcoming the audience
- Outlining the presentation
- Presenting visuals
- Describing graphs
- Signposting
- Dealing with questions
- Summarising the main points
- Conclusions/ Recommendations

Social English

- Meeting visitors
- Offering refreshments
- Giving directions
- Giving a company tour
- Recommending things to do and see
- Restaurants
- Trade fairs