

B1/B2 English for the Workplace

This course does not have a maximum amount of weeks, students can enrol at any time. The extent to which a student can develop their communication skills in relation to the course outcomes will depend on the number weeks they attend. The syllabus provides a structure to the course. The course content and delivery can be easily adapted to meet students needs and length of the course to help them acquire the language they need to communicate. This course is usually combined with the Intensive 10 but this is not a requirement. This course is for students who are interested in developing English language skills for employability and workplace contexts. It will help job seekers and professionals with the skills they need.

Course Outlines:

This course is designed to improve students communication and comprehension skills, the syllabus details the topics and skills covered in this course:

- Dealing with phone calls
- Interviews
- Giving a presentations
- Writing Emails
- Dealing with complaints
- Apologizing
- First Impressions
- Small talk
- CVs
- Health and safety
- Payments
- Phone calls
- Customer service
- Everyday problems
- Job adverts

Course Outcomes:

The learner should be able to use a range of language related to the topics covered (e.g. dealing with phone calls, interviews, giving presentations) in working scenarios. Discuss and explain situations in contexts related to work and give explanations and reasons (e.g Presentations). Use a range of functional language to deal with different situations (phone calls, customer service, everyday problems). Able to write specialized texts (e.g. emails, CVs, cover letters) with a variety language. Understand gist and detail of language around work. The extent to which a student will develop their skills will depend on the student's initial level (B1 or B2).