



Teaching Business English (TBE)

Preparation

Target Groups

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

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.

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.

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.

KEY FACTS

2-week courses (Mon-Fri), 30 'lessons' x 45 minutes per week (22.5 hours per week)

Maximum 12 participants per class

<i>Minimum level:</i>	CEFR B1 Intermediate	<i>Course fees:</i>	£700 + registration fee £90
<i>Course dates:</i>	TBE1 02/01/17 – 13/01/17 TBE2 17/07/17 – 28/07/17 TBE3 31/07/17 – 11/08/17 TBE4 02/10/17 – 13/10/17	<i>Accommodation:</i>	Homestay £140 pw Hotels from £60 pppn



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2017 - 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 Practising 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 I	Needs Analysis and Course Design II	Language in BE: Lexis	Language in BE: Grammar	Using analytical tools (eg SWOT, STEP, Boston Matrix, Balanced Scorecard)
12.30 - 13.30	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</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	20.00 Welcome evening (optional)	<i>FREE</i>	<i>FREE</i>	<i>FREE</i>	<i>FREE</i>

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.30	Communication Skills: Emails & Reports	Exploiting authentic texts and materials development	Evaluation of published materials	Communications 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>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</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 and / or supervised self-study</i>				
EVENING	<i>FREE</i>	<i>FREE</i>	<i>FREE</i>	20.00 Farewell Party	<i>FREE</i>