

ENGLISH FOR THE EDUCATIONAL WORKPLACE

For education professionals working in administration who need English to deal effectively with colleagues, students and business partners in a day-to-day capacity.

Minimum English Level Required: A2-B1 on the CEFR

Accommodation Options: Self-catering apartment/ residence or Host family (More information)

Dates: Courses are scheduled regularly throughout the year (see calendar) Location: Atlantic Language School, Galway Timetable: Courses run for 5 days (Monday to Friday), 20 lessons per week + optional social programme Price:

Tuition only: €455 per person, including Registration fee and end of course certificate. Tuition + Activities: €495 per person (accommodation costs are extra)

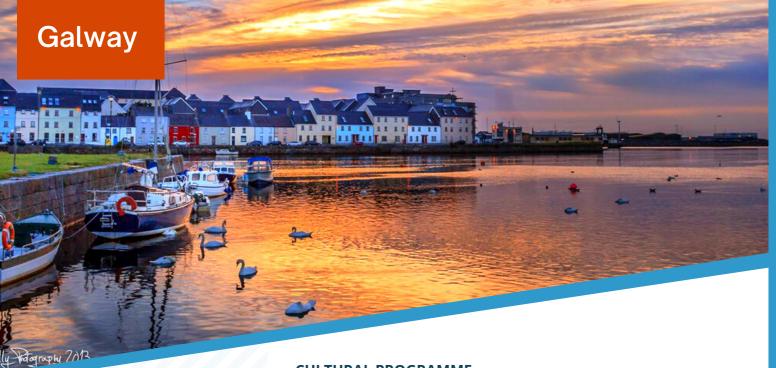


COURSE OUTLINE

English for the Educational Workplace is an intensive professional training course for learners with an A2 - B1 level of English. It aims to equip participants to effectively manage day-to-day interactions requiring English language skills. Participants gain skills to communicate with peers, students, managers and external stakeholders with confidence and accuracy. The course includes practical workshops, role-plays and other applied exercises designed to develop a range of communicative skills, improve language usage and gain the functional vocabulary required to deal with direct interactions.

COURSE OBJECTIVES

Overall objectives of the mobility	 To enhance the English language skills needed to operate effectively in an internationalized educational working environment To practice communication skills such as writing emails and reports, giving presentations, and speaking on the phone To develop fluency through discussions and role play To enable a better understanding of English usage in different professional contexts 			
Added value of the mobility	The course equips participants to communicate more fluently and accurately in English, improving their ability to perform in an international context and improving the experience of stakeholders they are required to interact with in English.			
Activities to be carried out	 Interactive teaching with input sessions, individual and group work – brainstorming, analysis, problem-solving and role-play to encourage practice and fluency Exchange of professional knowledge with fellow participants Cultural and Heritage Trips as a chaperoned group 			
Expected outcomes and impact	The course provides a professional development opportunity for participants to improve the English skills required for effective communication in a work context. Participants are invited to share knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting, and meeting contacts to cultivate beyond the course are further positive outcomes.			



CULTURAL PROGRAMME

The seminar programmes are delivered in Atlantic Language School in Galway on Ireland's Wild Atlantic Coast, and participants will have ample opportunity to learn about the cultural heritage of both Ireland and the local area. The week-long programme includes a professional walking tour on your first day and a half-day cultural outing later in the week.

CERTIFICATION

ORGANISATION ID: E10256058

SAMPLE TIMETABLE					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
09:00 - 12:30	09:00 – 12:30	09:00 – 12:30	09:00 – 12:30	09:00 - 12:30	
 Networking & Socialising Getting to know you! Setting Objectives Striking up conversations Fluency & Developing an Argument Social English 	 Presentation Skills Making a strong introducion Using signposting Clarity & Emphasis Handling difficult questions 	 Answering emails Verb form review Structuring your email Register & Tone Business collocations Error correction 	 International Meetings Action points Meeting minutes Office jargon Building relationships Negotiating 	 Your Turn Participant presentations & Peer Feedback ·Reflection & Tutor Feedback Course Review & Cerificates 	
15:15	13:30 - 15:00	13:30	13:30 - 15:00	13:30 - 15:00	
Walking Tour of Galway (with activity package)	Asynchronous self-access	Cultural excursion (with activity package)	Asynchronous self-access	Irish culture seminar (optional)	