



## Erasmus+ Course for Higher Education Staff

# English for the Educational Workplace

For intermediate English learners, a course designed to help you to use English in your workplace, writing emails, interacting with colleagues and students, making presentations, and finding the right language for professional situations.

### 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.

### 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 courses 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 full-day cultural tour to a local area of scenic and heritage value, a guided historical walking tour of Galway city, and afternoon social and cultural activities. Our staff are happy to suggest other tours and events to enjoy during your stay in Galway.

### DESIGNED FOR

Academics, Lecturers, Researchers, PhD Candidates, and Professionals working in Higher Education who is required to publish their work in English.

### MINIMUM LEVEL OF ENGLISH

A2 Pre-Intermediate (CEFR)

### COURSE LENGTH

Monday to Friday, 20 lessons / week  
+ Social and Cultural Activities  
+ Full-day Tour on Sunday

### ACCOMMODATION

Self-Catering Shared Apartment or Host Family [SEE OPTIONS](#)

### CERTIFICATION

Certificate of Participation and Attendance

### DOCUMENTS PROVIDED

STT Invitation, Europass, Work Plan (on request), Certificate

## SAMPLE TIMETABLE

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Arrival</b>	<b>Full-Day Tour to Wild Atlantic Way</b> Possible tours include: Connemara Aran Islands Cliffs of Moher	<b>9.00 - 12.30</b> <b>Networking &amp; Socialising</b> Getting to know you! Setting Objectives	<b>9.00 - 12.30</b> <b>Presentation Skills</b> Making a strong introduction Using signposting	<b>9.00 - 12.30</b> <b>Answering emails</b> Verb form review Structuring your email Register & Tone Business collocations Error correction	<b>9.00 - 12.30</b> <b>International Meetings</b> Action points Meeting minutes Office jargon Building relationships Negotiating	<b>9.00 - 12.30</b> <b>Your Turn</b> Participant presentations & Peer Feedback Reflections & Tutor Feedback Course Review & Certificates
		<b>13.30</b> Walking Tour of Galway City	<b>15.30 - 16.30</b> 'Getting to Know You' - Tea & Chat Networking	<b>15.30 - 16.30</b> Wednesday Workshops	<b>20.00</b> Pub Night	<b>From 12.30</b> Explore Galway City - Digital Scavenger Hunt

## CALENDAR 2024

**January:** 15 - 19

**February:** 5 - 9, 12 - 16

**March:** 11 - 15, 25 - 29

**April:** 1 - 5, 15 - 19, 29 - 3

**May:** 6 - 10, 13 - 17, 20 - 24, 27 - 31

**June:** 3 - 7, 10 - 14, 17 - 21, 24 - 28

**July:** 1 - 5, 8 - 12, 15 - 19, 22 - 26, 29 - 2

**August:** 5 - 9, 12 - 16, 19 - 23, 26 - 30

**September:** 2 - 6, 16 - 20, 23 - 27

**October:** 7 - 11, 21 - 25

**November:** 11 - 15, 18 - 22

**December:** 9 - 13

## PRICE LIST 2024

20 Lessons per Week	All Course Materials	Registration Fee	End of Course Certificate	Afternoon Activities	Full-Day Excursion	Price (1 week)
✓	✓	✓	✓	✓	✓	€ 525

Atlantic Language School

Erasmus+ Organisation ID: **E10256058**

[CONTACT US](#)

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