



## Erasmus+ Course for Higher Education Staff

# English for Professional Communication

A course for advanced English learners focusing on the communication skills required for professional interactions in an education context – how to write or present reports, how to find the right register in emails, how to use small talk effectively.

### COURSE OUTLINE

*English for Professional Communication* is a demanding communicative course for advanced English learners with a B2 - C1 level. It aims to equip professionals to confidently present, network and liaise across a range of media, with external stakeholders in internationalised settings where English is the language of communication. Our specialist team of trainers employ a collaborative approach to course delivery, utilising pre-arrival questionnaires and needs analyses to adapt the course in ways that will maximise outcomes for participants.

### COURSE OBJECTIVES

**Overall objectives of the mobility.** To enhance the English language knowledge required for accuracy in different professional contexts. To practice the communication and interpersonal skills required to develop effective professional relationships. To become familiar with the English usage required for communication through different media.

**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 in their workplace. The focus is on activities typical in Higher Education institutions and 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

Educators, administrators, and other professionals who need English to deal effectively with business partners and colleagues in a day-to-day capacity.

### MINIMUM LEVEL OF ENGLISH

B2 Upper 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>Small Talk</b> Introduction and First-Time Meetings Mastering the Art of Conversation Sounding polite face to face, by phone or online  <b>13.30</b> Walking Tour of Galway City	<b>9.00 - 12.30</b> <b>Perfecting Presentations</b> Step by step guide to structuring a lively, dynamic presentation Preparing for challenging questions Tools to inspire and engage  <b>15.30 - 16.30</b> 'Getting to Know You' - Tea & Chat Networking	<b>9.00 - 12.30</b> <b>Effective Emails</b> Review current writing style Focus on register and tone Learn new phrases to speed up correspondence Use feedback to refine your writing style  <b>15.30 - 16.30</b> Wednesday Workshops	<b>9.00 - 12.30</b> <b>Key Communication Skills</b> Managing meetings in international contexts Responding to criticism Being diplomatic in negotiations  <b>20.00</b> Pub Night	<b>9.00 - 12.30</b> <b>Tangible Takeaways</b> Delivering your message Reflecting on knowledge gained Planning next steps  <b>From 12.30</b> Explore Galway City - Digital Scavenger Hunt

## CALENDAR 2024

English for Professional Communication starts **every Monday from 15 January to 9 December 2024**

## 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**

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