



Erasmus+



Atlantic Language

English for Professional
Communication

Atlantic Language is a premium English language school based in Galway city on the West coast of Ireland. A market leader in language education in Ireland, Atlantic has received several awards including the prestigious Language Travel Magazine Award for the **Best English Language School Europe 2009**.



Course Outline

English for Professional Communication is a demanding communicative course focusing on equipping HE professionals to more confidently present, network and liaise with external stakeholders in internationalised settings where English is the language of communication, across a range of media. The course is delivered by expert trainers as part of Atlantic Language’s Specialised Courses Training programme, which has been refined over ten years of delivering high quality courses to leading HE professionals. Our specialist team of trainers employ a collaborative approach to course delivery, utilising pre-arrival questionnaires and needs analyses to adapt the course for maximising participant outcomes.



Who is it for?

Higher Education professionals working in an administrative role who need English to deal effectively with business partners and colleagues in a day-to-day capacity.

Course Content:

- Communicating in the Modern World
- Interpersonal Skills
- Networking and Presenting
- Interviews and Mediation
- Communication Skills for External Stakeholders
- Guest Speakers from Enterprise and Higher Education

Minimum Level of English: B1 on the CEFR (Intermediate)

Location of Course: Atlantic Language School, Galway

Accommodation Options: Host Family and Apartment/Residence

Course Dates:

English for Professional Communication (Advanced: B2 – C1) 1-week course/ 5 days	15 – 19 Mar 2021*	16 – 20 Aug 2021
	26 – 30 Apr 2021	06 – 10 Sept 2021
	24 – 28 May 2021	08 – 12 Nov 2021
	14 – 18 Jun 2021	
	12 – 16 Jul 2021	



Cultural Programme

The seminar programmes are delivered by expert trainers and benefit from the practical application of language teaching expertise. They take place in Atlantic Language School in Galway, a vibrant university city located on Ireland's scenic west coast. The week-long programme includes a professional walking tour of Galway's Medieval centre, a cultural outing, networking lunch and heritage trip, all integrated with course objectives. Day trips are available to local areas of scenic or historical interest such as the Aran Islands or the Cliffs of Moher.

Funding

Participation on the course can be funded through the use of the following:

- Erasmus+ STT grant from your academic institution.
- KA1 funding from Erasmus 2021

Pricing

Course Price: **€445**

For efficacy of workshops only a limited number of applications can be admitted on the first apply, first served basis

Certification

The organiser, Atlantic Language, will provide required documents including:

- STT invitation
- EUROPASS
- Work Plan (on request)
- Certificate of Participation and Attendance
- CEFR level certificate (on request)

Course Objectives

Overall Objectives of the Mobility	Participants will improve communicative competence in English by completing an intensive course delivered by expert trainers in an EFL context, with tangible development of skills and confidence.
Added Value of the Mobility	The course equips participants to communicate more fluently and accurately in English, thus 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	<ul style="list-style-type: none"> • Input sessions on methodology and language complemented by skills-focused workshops • Networking sessions with like-minded professionals • Cultural and Heritage Trips as a chaperoned group • Job Shadowing / Guest Speakers relating to participant areas of work
Expected Outcomes and Impact	The course provides a professional development opportunity for participants which provides practice and tangible improvement in skills they will apply in their workplaces. The courses are tailored for activities typical in Higher Education institutions and a dissemination activity is inbuilt to allow participants to share their knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting, and network creation for beyond the course are further aspects with an emphasis on promoting ongoing sharing of knowledge and skills.



Sample Timetable

Day 1 – Mon	Day 2 – Tue	Day 3 – Wed	Day 4 – Thu	Day 5 – Fri
09:00 – 12:30 13:30 – 15:00	09:00 – 12:30 13:30 – 15:00	09:00 – 12:30 13:30 – 17:00	09:00 – 14:30	09:00 – 12:30 13:30 – 15:00
Objectives <ul style="list-style-type: none"> • Orientation • Communicative Icebreakers • Needs Analysis • Setting of Learning Outcomes • Types of English – Case Study & Group Task • Cultural Outing: Walking Tour 	Communicating in the Modern World <ul style="list-style-type: none"> • Communication Skills through Different Media • English as Spoken by Non-Natives – Case Study • Conflict Resolution • Skills Workshop: Language in Use • Colloquial and Professional Language • Intonation and Emphasis 	Interviewing and Mediation <ul style="list-style-type: none"> • Specialised Language Input Session • Language Practice Workshop • Situational Role Play and Feedback • Heritage Tour: Organised group visit to a site of cultural significance 	Reporting and Presenting <ul style="list-style-type: none"> • Presentation Skills Key Language • Writing and Presenting: Lexical Input • Demo and Analysis – Communication Styles • Networking Lunch • Practical Workshop: Job Shadowing 	Review and Outcomes <ul style="list-style-type: none"> • Participant Presentation • Peer and Trainer Feedback • Assessment of Learning • Review of Learning Objectives • End-of-Course Reception -1 to 1 Feedback -Dissemination activities -Course Feedback -Certs Presentation

Please contact john.daly@atlantic.ac for any other queries. www.atlanticlanguage.com

