



Erasmus+



English for the
Educational Workplace

Online Stream

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**.



English for the Educational Workplace

Course Outline

The English for the Educational Workplace course is an intensive professional training course which equips participants to better manage day-to-day interactions requiring English language skills, with peers, students, managers and external stake-holders with more confidence, agility and accuracy as relevant to their roles. The course encompasses practical workshops, specific scenario practice and applied exercises to develop a range of communicative skills and improve language usage and functional vocabulary to deal with direct interactions.

Our specialist team of trainers employ a collaborative approach to course delivery, utilising pre-arrival questionnaires.



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:

- Communication in the Modern Workplace
- Language Skills – Meetings and Reporting, Clarifying and Modification
- Language for Client Service
- Writing Techniques and Skills

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

Location of Course: Online

Timetable: Courses run for 5 days (Monday to Friday), consisting of 15 hours of on-line seminars and workshops and a further 5 hours of off-line. A sample timetable is included below.



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: **€270**

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

Registration Fee: **€30**

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 with increased confidence and competence for workplace skills.
Added Value of the Mobility	Development of interpersonal skills when English is the language of interaction. Improvement of formal speaking and writing ability.
Activities to be Carried Out	<ul style="list-style-type: none">• Input sessions• Seminars• Workshops• Individual Feedback
Expected Outcomes and Impact	Dissemination is inbuilt to allow participants to share their knowledge and skills acquired on the course with colleagues. Promote a renewed sense of purpose in an educational context. Networking and post course liaison are further aspects for beyond the course.

English for the Educational Workplace Online Sample Timetable

Day 1 – Mon	Day 2 – Tue	Day 3 – Wed	Day 4 – Thu	Day 5 - Fri
09:00- 12:30 CET	09:00- 12:30 CET	09:00- 12:30 CET	09:00- 12:30 CET	09:00- 12:30 CET
Setting Objectives <ul style="list-style-type: none"> • Orientation • Communicative Icebreakers • Needs Analysis • Setting of Learning Outcomes • Language focus: The language of meetings 	Functional Language <ul style="list-style-type: none"> • Language Skills: Functional language for agreeing, disagreeing, giving justifications etc. • Skills Workshop: Report writing and summarising • Language focus: The language of product description 	Effective Communication <ul style="list-style-type: none"> • Language Workshop: Description and Explanation • Skills Practice: Email writing • Language Focus: Idiomatic language 	Diplomacy <ul style="list-style-type: none"> • Language Focus: Hedging expressions • Diplomatic language • Skills Workshop: Responding to complaints via email • Language Skills: the language of interviews & interview skills • Preparing to present information and arguments 	Review and Outcomes <ul style="list-style-type: none"> • Making a presentation • Language workshop: Emphatic language & signposting phrases • Peer and Trainer Feedback • Assessment of Learning • Review of Learning Objectives
13:30 – 15:00 (Offline) Self-study task	13:30 – 15:00 (Offline) Self-study task	13:30 – 15:00 (Offline) Self-study task	13:30 – 15:00 (Offline) Self-study task	

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

