

**Minimum English Level Required:** B2+ on the CEFR

**Accommodation Options:** Host family or self-catering apartment/ residence ([More information](#))

## SCHEDULE

**Dates:** Courses are **scheduled monthly** ([see calendar](#))

**Location:** Atlantic Language School, Galway

**Timetable:** Courses run for 5 days (**Monday to Friday**), consisting of **25 hours** of seminar, workshop and cultural activity hours.

**Tuition Price:** €445 per person, including **Registration fee and end of course certificate**. (accommodation costs are extra)



## COURSE OUTLINE

*English for Professional Communication* is a demanding communicative course which 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

<b>Overall objectives of the mobility</b>	<ul style="list-style-type: none"> <li>To enhance the English language knowledge required for accuracy in different professional contexts</li> <li>To practice the communication and interpersonal skills required to develop effective professional relationships</li> <li>To become familiar with the English usage required for communication through different media</li> </ul>
<b>Added value of the mobility</b>	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.
<b>Activities to be carried out</b>	<ul style="list-style-type: none"> <li>Interactive teaching with input sessions, individual and group work – brainstorming, analysis, problem-solving and role-play to encourage practice and fluency</li> <li>Exchange of professional knowledge with fellow participants</li> <li>Cultural and Heritage Trips as a chaperoned group</li> </ul>
<b>Expected outcomes and impact</b>	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 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

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)

**ORGANISATION ID: EI0256058**

## SAMPLE TIMETABLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CONVERSATIONS AND TELEPHONE ETIQUETTE	EFFECTIVE PRESENTATIONS	WRITING EMAILS	MEETINGS AND NEGOTIATING	PRESENTATIONS AND COURSE REVIEW
09:00 – 12:30	09:00 – 12:30	09:00 – 12:30	09:00 – 12:30	09:00 – 12:30
<b>Setting Objectives</b> <ul style="list-style-type: none"> <li>Managing spontaneous conversations</li> <li>Mingling</li> <li>Telephone etiquette – politeness and softness on the phone</li> </ul>	<ul style="list-style-type: none"> <li>Strong introductions</li> <li>Rhetorical tools to make presentations lively</li> <li>Q&amp;A Sessions – handling difficult questions</li> </ul>	<ul style="list-style-type: none"> <li>Effective emails</li> <li>Verb form review</li> <li>Register and structure</li> <li>Linking words</li> </ul>	<ul style="list-style-type: none"> <li>Managing a meeting</li> <li>Turn-taking</li> <li>Cultural Awareness</li> </ul>	<ul style="list-style-type: none"> <li>Participant presentations and peer feedback</li> <li>Self-reflection and tutor feedback</li> <li>Course review</li> <li>Certificate Ceremony</li> </ul>
13:30	13:30 – 15:00	14:00	13:30 – 15:00	13:30 – 15:00
Walking Tour	<ul style="list-style-type: none"> <li>Giving Feedback</li> <li>Handling criticism</li> </ul>	Organised group cultural excursion	<ul style="list-style-type: none"> <li>Presentation Preparation Workshop</li> </ul>	Writing Practice Workshop – writing emails