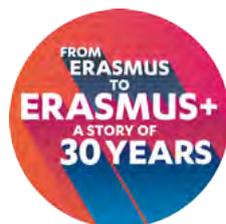




# Erasmus +



# English for the Workplace

Atlantic Language | Galway | Ireland

## Who it's for?

All levels of academic staff part of HEI wishing to use English to deal effectively with business partners, to prepare reports, to write formal e-mails and to give presentations.

## Level of English

B2 and above on the CEFR [↗](#)

## Dates:

18 - 22 February, 2019

01 - 05 April, 2019

17 - 21 June, 2019

08 - 12 July, 2019

15 - 19 July, 2019

12 - 16 August, 2019

19 - 23 August, 2019

21 - 25 October, 2019

## Objectives

The purpose of the Erasmus Plus course on English for the Workplace is to develop the communication skills needed in the workplace. Today, educational administrators of different levels (starting from secretary to rector) need a sound knowledge of the preparation of business documents (memos, reports, business correspondence, emails). The academic world has become fundamentally international and it is crucial for those being part of it to communicate effectively with each other using Business English as a medium.

## Programme

This seminar will take place in the beautiful city of Galway, on the Atlantic Ocean coast, known as the cultural capital of Ireland. Participants will be provided with Erasmus Plus Staff Mobility (STT) certificates and EUROPASS upon completion. With a duration of 5 days (25 hours of classes, divided between morning and afternoon), the seminar also includes a cultural immersion in various activities including an Irish Dance Night and Irish Pub Night. There is also the option of a day-trip to the splendid Aran Islands on Saturday.

## Participants

The course is well suited for all levels of academic staff part of HEI wishing to use English to deal effectively with business partners, to prepare reports, to write formal e-mails and to give presentations. Participants of the seminar workshop should have an English language skill level of CEFR B2 and above and be willing to improve their academic English skills.

## Accommodation

Accommodation is provided by the organizer and included in the price of the seminar.

The organiser offers four options of 7-night (Sat to Sat) accommodation in Galway:

- **Apartment Accommodation.** One room in a shared self-catering apartment
- **Accommodation in Host Families** experiencing an Irish family with half-board Monday to Friday and full-board at the weekend
- **B&B Accommodation** breakfast included
- **Hotel Accommodation** 3 star minimum

*\*Travel time can range from 25 to 50 minutes ca depending on location. We endeavor to place you in as close a proximity as we can*

## Financing

Participation on the course can be funded through the use of an Erasmus Plus STT grant from your academic institution.

The Organiser, Atlantic Language, will provide the required documents including the STT invitation, work plan and a Certificate of Participation for all seminar participants.

## Programme Cost

<b>Option A</b> Course + Apartment	<b>€715</b>
<b>Option B</b> Course + Host Family	<b>€760</b>
<b>Option C</b> Course + B&B	<b>On Request</b>
<b>Option D</b> Course + Hotel	<b>On Request</b>

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

*\*There is high season supplement on accommodation. €40 for apartment / residence and €25 for HF (For the programmes between 29 Jun and 14 Sep 2019)*



Atlantic Language is a high quality English language school in Ireland with sites in both Galway in the west and Dublin in the east.

A market leader in language education in Ireland, Atlantic has received several awards including the **Ulster Bank Achievers Award for International Business in Connacht** and the prestigious **Language Travel Magazine Award for the Best English Language School Europe 2009** which also acknowledged the professionalism of Atlantic Language but also the important part played by Atlantic.



# Erasmus +



## English for the Workplace

### Seminar Workshop Programme

Atlantic Language's English for the Workplace has been developed in collaboration with Mr. Jim Connolly, Academic Coordinator for Specialist Courses, and Mr. Robert Hanley, Director of Studies, and

considers the essential needs of and the challenges faced by users of the English language for efficient and effective communication in academic business relations. The seminar programme is

delivered over 25 workshop hours. Atlantic Language and its tutors reserve the flexibility to amend the sequence or content to be delivered based on the observed or expressed needs of Seminar participants.

Day 1 - MON	Day 2 - TUE	Day 3 - WED	Day 4 - THU	Day 5 - FRI
<b>AM</b>	<b>AM</b>	<b>AM</b>	<b>AM</b>	<b>AM</b>
<b>Let's Get Going</b> <ul style="list-style-type: none"> <li>▪ Introductions, small talk, mingling, asking questions</li> <li>▪ On the phone - Listening and responding</li> <li>▪ Addressing your own English language difficulties</li> <li>▪ Building learning strategies, using technology to learn the language</li> <li>▪ Common phrases at work</li> </ul>	<b>A Question of Ethics</b> <ul style="list-style-type: none"> <li>▪ Discussion: Functional language, e.g. disagreeing, follow-up questions, giving justifications</li> <li>▪ Writing: Summarising longer texts for reports, focus on clarity and conciseness, Memos</li> </ul>	<b>Battlefield Business</b> <ul style="list-style-type: none"> <li>▪ Description and Explanation: Processes, trends, details vs the big picture</li> <li>▪ Writing: Email a proposal</li> <li>▪ Idiomatic language</li> </ul>	<b>That's not quite what I meant</b> <ul style="list-style-type: none"> <li>▪ Dealing with conflict: Diplomatic language, hedging expressions</li> <li>▪ Writing: email in response to a complaint</li> <li>▪ Speaking: Preparing to present information and arguments</li> </ul>	<b>Tell it like it is</b> <ul style="list-style-type: none"> <li>▪ Speaking: Making a Presentation</li> <li>▪ Signposting expressions, supporting claims with testimony and exemplification</li> <li>▪ Clarity of pronunciation, being emphatic</li> <li>▪ Dealing with awkward questions</li> </ul>
<b>PM</b>	<b>PM</b>	<b>PM</b>	<b>PM</b>	<b>PM</b>
<ul style="list-style-type: none"> <li>▪ The language of meetings</li> <li>▪ Group Task: facilitating, participating, keeping it going</li> </ul>	<ul style="list-style-type: none"> <li>▪ The language of product description</li> <li>▪ Group Task: Developing a product or service</li> </ul>	<ul style="list-style-type: none"> <li>▪ The language of sales</li> <li>▪ Group Task: Presenting a pitch for your service / product</li> </ul>	<ul style="list-style-type: none"> <li>▪ The language of interviews</li> <li>▪ Group Task: Selecting the right person for the position</li> </ul>	<ul style="list-style-type: none"> <li>▪ The language of negotiations</li> <li>▪ Group Task: Coming to a decision</li> </ul>
<i>Atlantic Language and its tutors reserve the flexibility to amend the sequence or content to be delivered based on the observed or expressed needs of Seminar participants.</i>		<i>As an alternative to the scheduled academic programme, Thursday afternoon can also be dedicated to cultural activities:</i> <ul style="list-style-type: none"> <li>▪ Local chaperoned excursion</li> <li>▪ Independent student excursion</li> </ul>		



Atlantic Language Dublin and Galway are recognised by ACELS, a service of Quality and Qualifications Ireland, for English language teaching (ELT).