



Teacher Training 2018
Teaching Business English
2 weeks /10 Training Days

15-26 January 2018
29 October –09 November 2018

Target Audience

This course is for Business English teachers who wish to refresh and develop their teaching skills in key areas of Teaching English for Business, combining both language teaching with training skills. The course is practical and experiential, with a focus on providing teachers with a range of ideas and activities to enrich their Business English teaching classes. This course is also useful for teachers wishing to move into Teaching Business English. Participants need to be at a B1 level of English.

Course Summary

This two week course covers a comprehensive range of topics, areas and methodologies for Teaching Business English. It not only looks at the language of business that trainees need, but also at the skills involved in becoming more effective.

Preparation

After registration, participants on this course programme will receive:
A pre-course questionnaire which will enable trainers to learn about the participants' teaching backgrounds
Information about the Europass Mobility Certificate
A recommended reading list to prepare participants for various aspects of the course

Objectives

To enable a better understanding of Teaching Business English and to expand & build on previous knowledge, using a range of practical methodologies
To introduce new areas of teaching methodologies and accompanying techniques, using hands-on & experiential methods
To help teachers reflect on their own teaching methods & contexts & develop teaching skills
To exchange pedagogical information & knowledge in a multi-cultural context
To further develop participants' own language skills
To experience the cultural heritage of Malta with its bilingual linguistic environment

Methodology

Sessions demonstrate current Teaching Business English approaches, methodologies & techniques.
Both teaching & learning are analysed and discussed, developing the participants' use of their communication skills in English.
Input sessions are in the form of hands-on workshops often using multimedia, and involve brainstorming, analysis, problem-solving, case studies and role-play, both in pair work & group work.
Participants are actively involved in the sessions to maximize their learning and to experience activities from their learners' point of view.
Teachers are asked to reflect on the activities, inviting discussion with regard to their own pedagogical knowledge & skills, teaching methods & contexts, and on adaptation of activities to their teaching & learning situations.
Participants' own language skills are developed and feedback given where appropriate.
Participants are also introduced to appropriate websites related to the further development of their Business English teaching skills & personal professional development.

Follow Up

The course ends with an evaluation session, where teachers are asked to reflect upon the value of the knowledge gained on the course and its usefulness to them
They are also encouraged in this session to come up with a Personal Development Action Plan, and select activities which they would like to try out in their own classes.
They are invited to join the ETI Teacher Training Facebook community, which allows networking and contact with the trainers and fellow colleagues, and with participants from other courses.
Participants are also encouraged to join communities for the current POOLS Projects, and other ETI-related EU Projects, such as METHODS (Communicative Language Teaching Methods), TOOLS, and CLIL4U.
In addition, participants are given a post-course 3 month subscription to our e-Learning online site to further develop their language knowledge and skills.

A Sample Course Programme

Teaching Business English Week 1

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|--|------------------------------------|--|--|------------------------------|
| 9.00 – 10.30 | The Business English Learner - A breed apart? | Giving Effective Presentations (1) | Presenting Facts & Figures The Language of Trends | Exploiting Authentic Materials | Effective Meetings |
| 11.00 – 12.30 | Types of Needs Analysis & Setting the Course Programme | Giving Effective Presentations (2) | Developing Speaking Skills: Getting Business Learners to Speak | Exploiting Films, the Media & the Internet | The Language of Meetings |
| 13.00 – 14.30 | Ice-Breakers & First Day Lessons | | Management Styles and Leadership | Social Programme | Meetings Roleplay & Feedback |

Week 2

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|---------------------------------------|---|--|--|--|
| 9.00 – 10.30 | Case Studies, Roleplays & Simulations | Preparing A Professional CVS / Job Interviews & Interviewing Techniques | Effective Negotiations & SWOT Analysis | Phone and Conference Calling Language of Telephoning | The Language of Emails |
| 11.00 – 12.30 | A Case Study | Intercultural Communication: | The Language of Negotiations | Telephoning Roleplays & Feedback | Business Correspondence Formal vs Informal |
| 13.00 – 14.30 | Socialising in English | Collocations & Business Vocabulary | Negotiation Roleplay & Feedback | Social Programme | Course Review /Wrap Up and Next Steps |



Prices

| | |
|---------------|---------|
| Course Fee | €700.00 |
| Programme Fee | €100.00 |

Programme Package Fees Includes :

Course Fee , Tuition /Training 42 Hours (2 weeks) over 10 days

Registration and Administration Fees

Social Programme including Half Day Guided Tours (to Malta's Capital City

Valletta + to the old Medieval City of Mdina)

Airport Transfers : Shuttle Airport Transfers Arrival + Departure –Malta Int.Airport to /from Accommodation (when booked through ETI)

Mobility Euro Pass Certificate

End-of-Course Certificate

All programmes have a Saturday or Sunday arrival with a Monday course start day

Accommodation Options 2018

| | Low Season 01 Jan –03 March & 11 Nov –31 Dec 2018 | | Mid Season 04 March- 02 June & 30 Sep –10 Nov 2018 | | High Season 03 June –30 Sep 2018 | | EnSuite Bedroom / Bathroom +Supplement Per Week Per Person |
|--|---|--|--|--|---|--|---|
| | Twin Room Sharing– per person per week | Single Room - per person per week | Twin Room Sharing– per person per week | Single Room - per person per week | Twin Room Sharing– per person per week | Single Room - per person per week | |
| Self Catering Apartments Residence (Sharing Apartment) Fully Air- conditioned Wifi | €230.00 | €330.00 | €275.00 | €375.00 | €330.00 | €430.00 | Ensuite Private Bathroom + extra €25.00 per person per week |
| Inhouse Residence Bed & Breakfast Fully Air - Conditioned Wifi | €250.00 | €350.00 | €285.00 | €385.00 | €355.00 | €455.00 | Included |
| Host Family Half Board / Shared Bathroom (Private Bathroom) + Supplement per week | €205.00 | €275.00 (+€100.00) | €205.00 | €275.00 (+€100.00) | €270.00 | €340.00 (+€75.00) | - |
| Hotel 2 Star ** Bed & Breakfast | €255.00 | €420.00 | €320.00 | €620.00 | €510.00 | €925.00 | Included |
| Hotel 4 Star **** Bed & Breakfast | €310.00 | €550.00 | €545.00 | €950.00 | €665.00 | €1120.00 | Included |