



Teacher Training 2016  
**Teaching Business English**  
2 Weeks /10 Training Days

## COURSE DATES 2016

**17 October- 28 October**

## 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

### WEEK 1 TEACHING BUSINESS ENGLISH

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 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	The Language of Presentations	Management Styles & Leadership	Social Programme	Meetings Role play & Feedback

### WEEK 2 TEACHING BUSINESS ENGLISH

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	Case Studies, Role plays & Simulations	Preparing a Professional CV	Effective Negotiations & SWOT Analysis	Effective Telephoning & Language of Telephoning	Intercultural Communication: Business across Cultures
11:00 - 12:30	A Case Study	Successful Job Interviews & Interviewing Techniques	The Language of Negotiations	Telephoning Role plays & Feedback	Business Correspondence: Formal vs Informal
13:00 - 14:30	Socialising in English	Collocations & Business Vocabulary	Negotiation Role play & Feedback	Social Programme	The Language of Emails



## PRICES

Course Fee	€700.00
Programme Fee	€100.00
Accommodation (Homestay)	€500.00
<b>Total Programme Fee</b>	<b>€1300.00</b>

Course Fee  
 Registration Fees  
 Tuition / Training 42 Hours over 10 training days (2 Week Programme)  
 Half-Day Guided Tour to Malta's Capital City Valletta  
 Half-Day Guided Tour to the old Medieval City of Mdina  
 Airport Transfers : Arrival + Departure Malta Intl Airport to / from  
 Accommodation  
 End of Course Certificate  
 Europass Mobility Certificate

Accommodation \*  
 Single Room Stay in a Host family on Half Board over 2 full weeks (14 days)  
 Breakfast / Dinner Daily  
 A High Season supplement of €50.00 per week will apply between mid-June to September

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

## ACCOMMODATION OPTIONS- PRICES FOR 14 DAYS (13/14 NIGHTS)

	<b>Twin Room Sharing</b>	<b>Single Room</b>	<b>Single Room with Private Bathroom</b>	<b>High Season Supplement 12 June-30 Sept</b>
<b>Host Family Half Board/ Shared Bathroom</b>	€370.00	€500.00	€700.00	Twin Room + €50.00 Single Room + €100.00
<b>In-house Residence Bed &amp; Breakfast</b>	€480.00		€720.00	Twin Room + €60.00 Single Room + €80.00
<b>Whitehouse Economy Residence Bed &amp; Breakfast</b>	€400.00		€640.00	+ €50.00
<b>Hotel* 4 Star Bed &amp; Breakfast</b>	Jan-Feb & Nov-Dec €510.00		Jan- Feb & Nov- Dec €910.00	
	March to Mid-June & Mid-Sept to Oct €900.00		March to Mid-June & Mid-Sept to Oct €1580.00	
	Mid-June to Mid-Sep €1070.00		Mid-June to Mid-Sep €1920.00	

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