

Teaching Business English (TBE)

Preparation

Target Groups

The course is designed for non-native teachers in adult education.

A preparation pack is sent to participants on enrolment. Before the start of the course, participants will be asked to complete a pre-course questionnaire and a pre-course task which will enable the trainers to focus more specifically on the exact needs of the participants - the attached timetable, therefore, shows a sample programme for this course. The trainers will review the pre-course task during the course.

Objectives

This very practical course is designed to help teachers to

- develop a comprehensive understanding of the business world
- extend their range of techniques for teaching business English.

Each session looks at a different aspect of teaching Business English (eg Developing Industry Specific Materials, Using a business context to approach grammar, Intercultural awareness: the implications of cultural differences, Presentations: Developing learner techniques (eg. Chunking, voice control), etc)

Methodology

Input will be provided in a variety of ways (including seminars and practical workshops, trainer summaries and demonstrations) that take account of the course participants' different learning preferences and styles. Participants will be encouraged to share their own ideas and experience, and develop networks with participants from other countries. There will be opportunities throughout the course to exploit the UK context by collecting relevant authentic materials, making contact with native speakers and taking part in the school's social and cultural programme, and outings.

Follow up

Participants will be asked to complete a Study Journal during their stay to reflect on the new ideas they have experienced and on how they will incorporate them into their teaching and in their workplace. On the final day participants will present their own action plans and discuss these within their group. Follow up support is available via email and participants will be encouraged to report on their progress.

KEY FACTS

2-week courses (Mon-Fri), 30 'lessons' x 45 minutes per week (22.5 hours per week)

Maximum 12 participants per class

<i>Minimum level:</i>	CEFR B1 Intermediate	<i>Course fees:</i>	£700 + registration fee £90
<i>Course dates:</i>	TBE1 18/07/16 – 19/07/16 TBE2 01/08/16 – 12/08/16 TBE3 10/10/16 – 21/10/16	<i>Accommodation:</i>	Homestay £140 pw Hotels from £60 pppn