

English for the Workplace



19 March - 6 April & 16 July - 3 August 2018

Learn how to:

- ✓ Communicate effectively in a range of business and management scenarios
- ✓ Write a compelling job application and CV
- ✓ Perform well in job interviews
- ✓ Give great presentations
- ✓ Handle difficult situations



Course Description & Fees

Our English for the Workplace course develops your confidence with spoken and written English in a business context, whilst enriching your vocabulary. It provides you with the language you need in everyday work situations, from chairing a meeting to handling difficult customers and giving presentations. You will also develop your CV writing, application writing and interview skills to help you succeed in job hunting.

Written tasks, presentations and role-plays help you put into practice what you have studied on the course, and you will receive individual feedback to maximise your progress. See next page for topics.

Course Fees

- £555 - course fee
- £65 - enrolment fee (applies to new students only)

Course Details

- 15 hours of lessons per week
 - Maximum 12 students per class
 - Minimum age 16
 - Minimum level: Intermediate Plus (B2.1)
 - Welcome pack & all learning materials included
 - Lewis School certificate* and report at end of course
- *subject to you attending 80% of lessons*

2018 Dates

- 19 Mar - 6 Apr
- 16 Jul - 3 Aug

Timetable

Your normal timetable will be from **9.30 to 13.00**. However, in busy times, particularly in July and August, we may operate a 'zigzag' system. This means that your lessons may be timetabled any time between 9.30 and 17.30, and your schedule may vary from week to week.

Week 1: Introductions

Monday	Tuesday	Wednesday	Thursday	Friday
First Impressions	Skills & Abilities	Networking 1	Writing a CV 1	Writing a CV 3
Introductions. Small talk. Avoiding difficult questions	Vocabulary and expressions to describe skills and abilities	Reading: how to be a good networker	Analysis of sample CVs. Vocabulary for CV writing.	Writing and organising your CV
Talking About Your Job	Talking About Your Job	Networking 2	Writing a CV 2	Writing a Cover Letter
Vocabulary and expressions to describe your role and responsibilities	Describing an organisation's structure, ethos and products/services	Role play: sharing contact details and building rapport	Writing a personal profile	Selling yourself and supporting your job application

Week 2: Job Hunting

Monday	Tuesday	Wednesday	Thursday	Friday
Job Hunting	Job Adverts 1	Applying for a Job 1	Interview Preparation 1	Handling Interview Questions
Different approaches to job hunting	Reading for gist and detail. Comprehension skills.	Vocabulary and expressions used on application forms. Identifying referees.	Presenting opinions. Arguing for and against.	Being diplomatic. Conceding. Avoidance tactics.
Job Agencies	Job Adverts 2	Applying for a Job 2	Interview Preparation 2	Job Interviews & Job Offers
Making an appointment. Registering. Enquiring about vacancies	Analysing advertisements	Form completion. Selecting appropriate information based on job description.	Supporting answers with evidence and justification	Role play to consolidate the week's work

Week 3: Business Skills

Monday	Tuesday	Wednesday	Thursday	Friday
Meetings 1	Delegating & Giving Instructions	Presentations 1	Negotiations & Tricky Situations	Team-Building & Problem-Solving 1
Preparing agendas. Taking minutes. Common abbreviations.	Asking for assistance vs. giving instructions. Role play.	Describing trends and statistics.	Negotiating. Reaching a compromise.	Lateral thinking exercises. Speaking for fluency.
Meetings 2	Managing Conflict	Presentations 2	Dealing with Difficult Clients	Team-Building & Problem-Solving 2
Chairing a meeting. Interrupting. Clarifying. Reaching a consensus.	Preventing and dealing with conflict. Managing troublesome staff.	Structuring a presentation: introductions, sequencing, summarising.	Handling complaints. Troubleshooting. Apologising.	Balloon debate. Review of all language studied on course.

Book Your Course Now!

For more information, or to book your course, please visit www.lewis-school.co.uk or contact:
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