

# 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
- **£60** - 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*

### 2017 Dates

19 March - 6 April  
16 July - 3 August

*\*Please note: the school is closed on 30 March and 2 April for the public holidays.*

### Timetable

Teaching days are Monday to Friday. 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
<b>First Impressions</b>	<b>Skills &amp; Abilities</b>	<b>Networking 1</b>	<b>Writing a CV 1</b>	<b>Writing a CV 3</b>
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
<b>Talking About Your Job</b>	<b>Talking About Your Job</b>	<b>Networking 2</b>	<b>Writing a CV 2</b>	<b>Writing a Cover Letter</b>
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
<b>Job Hunting</b>	<b>Job Adverts 1</b>	<b>Applying for a Job 1</b>	<b>Interview Preparation 1</b>	<b>Handling Interview Questions</b>
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.
<b>Job Agencies</b>	<b>Job Adverts 2</b>	<b>Applying for a Job 2</b>	<b>Interview Preparation 2</b>	<b>Job Interviews &amp; Job Offers</b>
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
<b>Meetings 1</b>	<b>Delegating &amp; Giving Instructions</b>	<b>Presentations 1</b>	<b>Negotiations &amp; Tricky Situations</b>	<b>Team-Building &amp; Problem-Solving 1</b>
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.
<b>Meetings 2</b>	<b>Managing Conflict</b>	<b>Presentations 2</b>	<b>Dealing with Difficult Clients</b>	<b>Team-Building &amp; Problem-Solving 2</b>
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](http://www.lewis-school.co.uk) or contact:  
 Lewis School of English, 33 Palmerston Rd, SO14 1LL, Southampton, UK. Tel. +44 23 8022 8203 [study@lewis-school.co.uk](mailto:study@lewis-school.co.uk)



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