

Sample Professional English Programme - Week 1

Day	14.00-15.00	15.00-16.00	Evenings
Monday	Making an impact Top 20 networking questions to give confidence and make that great first impression!	Confidence in the workplace What is confidence and how do you get it?	
Tuesday	Company profiles Describing company structure, different departments & roles	Flexible working Describing your job Working from home vs in the office	
Wednesday	Standing out from the crowd Preparing for interviews What should you say? What should you ask?	What's your USP? Creating an elevator pitch. Creating a video CV	
Thursday	Conflict and challenge Dealing with imposter syndrome Managing stress	Developing communication skills 10 ways to have a better conversation	Optional pub evening
Friday	Growth and Development What is success? What does it take to be successful?	Growth and Development Top tips for running a successful business	
Saturday	Optional trip to Bath and a visit to the Roman Baths		
Sunday	Free time		

Sample Professional English Programme - Week 2

Day	14.00-15.00	15.00-16.00	Evenings
Monday	Focus on pronunciation Intonation and stress practice to develop confidence over the phone, online and in meetings	Roleplay Chairing meetings Making calls	
Tuesday	Focus on vocabulary Listening to the Business news and discussion of topical news stories	Express yourself! Students research and give a presentation of a news item of personal interest	
Wednesday	The modern workplace Soft skills vs hard skills The role of social media	Moving up What makes a good leader? Motivating a team	
Thursday	Facts and figures Statistical Language Describing trends	Presentations Writing reports The key ingredients of a good presentation	Optional cinema evening
Friday	Pay it forward Helping others (focus on reported speech)	End of course review SMART goals and future aims	
Saturday	Optional trip to Bristol and a visit to SS Great Britain		
Sunday	Free time		

Sample Professional English Programme

Course structure

This course is for those needing English in a professional environment. It is communicative and interactive giving participants the opportunity to discuss a variety of topical and business-related issues, using authentic materials to prompt debate. Students will gain confidence whilst developing the language and skills needed to succeed in today's business world.

The course is bespoke and designed to suit the participants and their needs. As such the above is a sample only and may vary depending on the aims and interests of each group. Teachers will consult regularly with students to ensure the course meets their expectations and needs.

Key facts

- minimum B1 level.
- minimum age 21

Learning objectives

Students will...

- gain confidence
- develop their communication skills
- develop their range of vocabulary in a professional context
- develop their language skills focusing on speaking and listening
- develop reading and writing through authentic texts
- improve their pronunciation
- discuss topical business news and ideas

Our aims

We follow the CEFR guidelines and aims and help students move from basic and independent users to more proficient users.

We help students improve their range, accuracy, fluency, interaction and coherence as per the CEFR levels for spoken language use.

