



Teacher Training 2010 CERTIFICATE IN TEACHING ENGLISH FOR BUSINESS PEOPLE

Course Dates: 18 July – 31 July 2010	Course Location: The University of Kent at Canterbury	Course fees: £955	Course Codes: TBP30
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Target Audience

- Native and non-native teachers who want to expand their business English teaching skills
- Teachers who work in-company & in business English language organisations.
- Teachers who wish to gain the London Chamber of Commerce Foundation Certificate for Teachers of Business English.
- **You will need an intermediate level of English and above to participate in this course.**

Course Summary

- This course is a training course for teachers. It looks at the methodology and approach to teaching Business English.
- **It is not a language course in Business English.**

The course normally attracts teachers with some experience of Business English teaching. Experienced teachers of general English who are looking to move into Business English teaching are also welcome. Teachers also need to have a good level of English (e.g. Cambridge Advanced level).

Where practicable, you will also have an opportunity to visit the Pilgrims Training Centre where English for Business courses are run year-round. Guest speakers with experience in Business English teaching will also be invited to present on your course.

The course includes the Foundation Certificate for Teachers of Business English exam. Please speak to Pilgrims Sales for more details.

What are the key course contents?

Materials are customised, written by the trainers, drawn from Business English teaching publications or evolved from input from the course participants.

Programme of the training activities

- Setting objectives in Business English teaching
- Using the client as a teaching resource & teaching without materials.
- The language of meetings, negotiations and presentations
- Teaching business Lexis
- Dealing with specialised texts
- Fluency activities for Business English teaching
- Cross-cultural awareness in Business English teaching
- Teaching 1:1

Description of training content:

Preparation

Each applicant to send in action plan 4 weeks before the course outlining hopes and objectives for achievement as a result of attending this course.

Objectives

This course aims to provide participants with state of the art practices in teaching Business Language.

Expected results

As a result of attending this course, the participants will be more knowledgeable, confident and teachers of Business language.

Is this the right course for me?

- Yes, if you want to participate on a course, which provides you with an exciting range of methodological options for teaching Business English
- Yes, if you want to work towards gaining a recognised teaching for English for Business qualification

If this is not the right course for you, please consider one of the following:

- **English for Primary Teachers** or **English for Secondary Teachers** if you want to participate in a more general, English language improvement course
- **Creative Methodology for the Classroom** if you want to participate in a more general methodology course

Please Note:

All the course participants will enter for the LCCI exam. Therefore, if you choose not to enter for it, please be prepared to participate in classroom activities that are exam based. They will be of relevance to Business English teaching in general.

Programme of the training activities day by day:

Please note this is an **example** of a daily programme. Course content may often be usefully adapted to incorporate the needs of each specific group.

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 9.00– 10.30	Group Bonding	Business English vs. general English	Teaching one to one: issues and challenges	Teaching the language of reports	Teaching the language of negotiations.
11.00– 12.30	Needs analysis and goal setting	Lesson planning	Teaching the language of Meetings	Teaching the language of Presentation	Working without material
PM 14.00- 15.30	The LCCI exam	Teaching Business lexis	Teaching the language of emails	Teaching ESP	Week review and feedback

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 9.00– 10.30	Motivating and challenging the business learner	Exploiting authentic texts	Ways to supplement a book	Blank exam	Exam day
11.00– 12.30	Teaching the executives	Fluency tasks	Managing the business language classroom	Blank exam	Exam day
PM 14.00- 15.30	Dealing with fixed expressions	Cross cultural awareness	Test taking skills	feedback	Feedback and farewells

Recommended Reading: Please note it is not necessary to buy or bring these books to the course.

Teach Business English (2000) Sylvie Donna and Penny Ur (CUP)

Teaching Business English (2005) Evan Frenco (OUP)

Type of the certification awarded in the language of the training:

Attendance certificate detailing topics covered and course content.