

Course Description

We are increasingly being asked to supply teachers who are trained in and qualified in teaching **Business English**.

If you would like to be fully prepared for any teaching situation you may wish to consider an additional qualification and take the Advanced Certificate in Business English to follow on from the 190 Hour Certificate in TESOL.

If you are already qualified in TESOL with the 190 hour Cert TESOL or a fully accredited equivalent (not an introductory cert.) you may wish to extend your teaching skills into the, often lucrative, areas of Business English, English for Academic or Occupational Purposes. This course will prepare you from carrying out a needs analysis to writing your own syllabus.

Course Content

Unit 1

Types of E.S.P. – this looks at the purpose for which the student needs to learn English, ie occupational eg hospital medical staff; academic eg those intending to study in English mother tongue higher education establishments; for science & technology etc.

TASK – Identifying learners.

Unit 2

Class profiles, needs analysis and motivation

TASK – Identifying learner groups and their motivation. Ways of increasing motivation and maintaining motivation.

Unit 3

Testing and Examinations – looking at placement and diagnostic tests; progress tests; types of testing etc.

TASK – Test design, marking and monitoring progress

Unit 4

English for Academic Purposes –

TASK – Looking at different types of exercise and identifying the purpose of each; note writing etc.

Unit 5

English for Occupational purposes – looking at anaphoric and cataphoric reference, substitution, ellipsis, coherence markers etc.

TASK – Planning lessons on note-taking, telephone skills etc.

Unit 6

Lesson and Syllabus planning – choosing textbooks, designing your own materials.

TASK – Designing a syllabus and detailed lesson plans from given class profiles or your own if you have access to students. There are many examples of exercises and texts given throughout the course.

There are no exams, the course is continually assessed.