

English for Professionals, *Online*, Adults 18 years+

1.5 hours per week for 10 weeks – total 15 hours; Mondays from **18:00-19:30 UK time**; B2 level+ only

Levels

When you have booked your course, we will send you a one-hour English placement test, so we can check you meet the minimum required level for this course (minimum numbers apply).

Aims

We aim to improve your confidence and skills in English in real world professional contexts. For example, performing well at interview, understanding and taking part in productive meetings, and how to improve your report writing skills. You will also learn the grammar, vocabulary and cultural knowledge necessary to operate more effectively in international professional settings. There is an emphasis on practical, effective and natural communication.

The syllabus

We have designed a flexible syllabus to allow students to join in any week. Therefore we can cover a wide range of important areas of English for Professionals, adapted to suit your needs. Here is a list of the areas and some examples of the things we often do in each area:

<i>Language area</i>	<i>Examples</i>
<u>topics</u>	meetings, interviews, presentations, networking, CV and cover letters
<u>grammar</u>	tenses and verb structures, conditionals, modal verbs, determiners
<u>vocabulary</u>	describing data trends accurately, high-level natural phrases for networking
<u>pronunciation</u>	word stress, difficult sounds, natural pronunciation and phonology for listening
<u>the four skills</u>	reading, writing, speaking, listening to improve communication skills at work
<u>effective communication</u>	choosing register (formality) effectively, being a good listener, effective reports
<u>functional language</u>	being diplomatic, presenting new information, introductions, persuasion

The classes

There is one 1.5-hour class per week. Each class has a maximum of 14 students. You will normally have one main teacher each week.

<i>Class</i>	<i>Focus</i>
Mondays: 90 minutes	Each class aims to build your English confidence and fluency exclusively in a variety of work and professional contexts. There is a mix of planned focuses from our business syllabus and course book resources, plus your teacher will also design activities and materials to suit the needs of each particular group and set of students each week. The course makes use of an online business e-coursebook, too.



Other features of our online English for Professionals courses include:

1. free access to our online e-learning platform, GEL, from the moment you enrol until 3 months after the end of your course (with online self-study tasks including Listening, Reading, Grammar, IELTS exercises and more...)
2. free access to our online useful English expressions: <https://www.ihbristol.com/useful-english-expressions/>
3. ten pieces of language per class (on average) to help you improve your English
4. homework tasks, plus suggestions about how to improve your English for work more effectively

