

<p>Business Language Training for Technical Professionals</p>	<p>30-40 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>Technical people are increasingly scarce and work more and more in international organisations. Traditionally, language skills have been a lower priority for technical personnel and as a result, Technical English skills need improving across the board.</p> <p>This course is aimed at professionals in a technical role (engineering, research, production etc) who need to communicate effectively in English with suppliers, customers and partners.</p> <p>The course can be tailored to meet your company's specific needs.</p>
<p>Objective</p>	<p>The aim of this course is to improve your technical language skills in a typical working environment. You will work round real and fictitious scenarios, concentrating on the four main language skills of speaking, listening, reading and writing. By the end of the course, you will be more familiar dealing with every-day situations.</p>
<p>Content</p>	<p>Speaking/Listening</p> <ul style="list-style-type: none"> <li>• Measuring and defining objects, materials and machinery</li> <li>• Describing materials, measurements and applications</li> <li>• Explaining processes</li> <li>• Discussing cause and effect, actions taken and projected results and expectations</li> <li>• Presenting project planning and contingencies</li> <li>• Define problems, identify options and recommend solutions</li> <li>• Negotiating planning, costing and resources</li> <li>• Explaining safety guidelines, rules and regulations</li> </ul> <p>Reading/Writing</p> <ul style="list-style-type: none"> <li>• Understanding and explaining texts and diagrams associated with your field of work</li> <li>• Writing process descriptions, specifications, project reports and e-mails.</li> </ul>
<p>Vocabulary and grammar</p>	<p>As relevant to the above situations</p>
<p>Materials</p>	<p>Business grammar book and/or technical language textbook, CD Rom, online resources, company and job-related authentic materials.</p>