

ERASMUS+ COURSE FOR HIGHER EDUCATION STAFF

ENGLISH FOR PROFESSIONAL COMMUNICATION

A course for upper intermediate English learners focusing on the communication skills required for professional interactions in an education context – how to write or present reports, how to find the right register in emails, how to use small talk effectively.

COURSE OUTLINE

English for Professional Communication is a demanding communicative course for advanced English learners with a B2 - C1 level. It aims to equip professionals to confidently present, network and liaise across a range of media, with external stakeholders in internationalised settings where English is the language of communication. Our specialist team of trainers employ a collaborative approach to course delivery.

COURSE OBJECTIVES

Overall objectives of the mobility

- To enhance the English language knowledge required for accuracy in different professional contexts.
- To practice the communication and interpersonal skills required to develop effective professional relationships.
- To become familiar with the English usage required for communication through different media.

Added value of the mobility

The course equips participants to communicate more fluently and accurately in English, improving their ability to perform in an international context and improving the experience of stakeholders they are required to interact with in English.

Activities to be carried out

Interactive teaching with input sessions, individual and group work – brainstorming, analysis, problem-solving and role-play to encourage practice and fluency. Exchange of professional knowledge with fellow participants. Cultural and Heritage Trips as a chaperoned group.

Expected outcomes and impact

The course provides a professional development opportunity for participants to improve the English skills required in their workplace. The focus is on activities typical in Higher Education institutions and participants are invited to share knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting, and meeting contacts to cultivate beyond the course are further positive outcomes.

CULTURAL PROGRAMME

The courses are delivered in Atlantic Centre of Education in Galway on Ireland's 'Wild Atlantic' Coast, and participants will have ample opportunity to learn about the cultural heritage of both Ireland and the local area. The programme includes a full-day cultural tour to a local area of scenic and heritage value, a guided historical walking tour of Galway city, and afternoon social and cultural activities. Our staff are happy to suggest other tours and events to enjoy during your stay in Galway.



Suitable for:

Administrators, educators, and other professionals who need English to deal with business partners and colleagues in a day-to-day capacity.

Minimum Level of English

B1 (CEFR)

Programme Length

5 days tuition (Monday – Friday) +
1 full-day activity
25 hours

Certification

Certification of Participation and Attendance

Documents Provided

STT Invitation letter, Europass, Work Plan (on request), Certificate



Atlantic
CENTRE OF EDUCATION

Atlantic Centre of Education

erasmus@atlantic.ac

atlanticlanguage.com

Fairgreen Road, H91 AXK8, Galway

SAMPLE TIMETABLE

*SUGGESTED TIMETABLE ONLY, ACTUAL CONTENT MAY VARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Full-Day Excursion on Wild Atlantic Way Options include; Connemara Aran Islands Cliffs of Moher	Small Talk	Perfecting Presentations	Effective Emails	Key Communication Skills	Tangible Takeaways
	Setting Objectives	Step by Step Guide to Structuring a Lively, Dynamic Presentation	Review Current Writing Style	Managing Meetings in International Contexts	Delivering your Message
	Icebreakers	Preparing for Challenging Questions	Focus on Register & Tone	Being Diplomatic in Negotiations	Reflecting on Knowledge Gained
	Introduction & First-Time Meetings	Additional Tools to Perfect Your Presentation	Learn New Phrases to Speed up Correspondence		Planning Next Steps
	Networking & Relationship Building		Use Feedback to Refine your Writing Style	Giving & Receiving Feedback	
		Effective Use of AI in Written Communication			
	Walking Tour of Galway	Pub Night	"Skills Boost" Wednesday Workshop	Irish Culture Workshop	Explore Galway Interactive Tour

COURSE DATES

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Starts every Monday from 13 January 2025 to 8 December 2025