

## ERASMUS+ COURSE FOR HIGHER EDUCATION STAFF

# MASTERING BUSINESS ENGLISH

If you are an advanced English learner working in an international company or organisation and wish to enhance your knowledge of key business terminology while interacting with other professionals from similar backgrounds, this is the course for you.

## COURSE OUTLINE

This course aims to develop the English language skills required to communicate fluently and confidently in a contemporary business environment. You will learn how to express yourself in different work situations – the informal colloquial language required for interacting naturally with international colleagues as well as the more formal, nuanced language required for meetings etc. The course will also cover topics such as Time Management, Workplace Stress, Conflict Resolution and Stress Management. Our trainers will lead you in activities designed to strengthen team-building in the workplace.

## COURSE OBJECTIVES

### Overall objectives of the mobility

- Build confidence in using Business English terminology naturally and fluently
- Improve time and stress management skills to develop effective professional relationships
- Gain knowledge of negotiation and conflict resolution techniques

### Added value of the mobility

Participants will not only develop their Business English knowledge but also gain confidence in communicating effectively with work colleagues.

### Activities to be carried out

Skills focused workshops to build accuracy and fluency when using English for business.

Structured tasks and project work designed to optimize language practice; speaking in meetings, negotiating and debating with colleagues; presenting reports or proposals.

Cultural and heritage trips as part of a chaperoned group.

### Expected outcomes and impact

Advanced English language learners will gain confidence using English in various and challenging business contexts. Through various activities, participants are invited to share knowledge and skills acquired with their colleagues. The opportunity to experience new cultural contexts and network with international colleagues is a further positive outcome.

## 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:

Professionals working in International Companies, Advanced Learners of English, University Staff at B2+ Level

### Minimum Level of English

B2 (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

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# SAMPLE TIMETABLE

\*SUGGESTED TIMETABLE ONLY, ACTUAL CONTENT MAY VARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Full-Day Excursion on Wild Atlantic Way</b>  Options include;  Connemara  Aran Islands  Cliffs of Moher	Informal Business Language	Day to Day Business Needs	Formal Business Language	Successful Business Teams	Final Plans + Presentations
	Icebreakers	Time Management	Conflict Resolution	Team Building Activities for the Workplace	Peer Presentations
	Setting Objectives	Techniques for Dealing with Stressful Environments	Roleplays & Building a Toolkit	Key Language for Successful Leadership	Peer & Trainer Feedback
	Needs Analysis		Diplomatic Language for Negotiations	Business Adjectives & Adverbs	Review, Reflection + Next Steps
	Mastering Colloquial Business English	Business English Idioms		Punctuation	
	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
		24-28	21-25	19-23	2-6	21-25	11-15	1-5	6-10	10-14	1-5