

English for Professional Communication



A course for upper intermediate English learners focusing on the communication skills required for professional interactions in an education context.

Course Outline

This course is designed to develop your ability to communicate effectively through English in the international workplace. Modules on writing emails, conducting meetings and preparing presentations will help you to confidently network through English across various media with international colleagues, teams or clients. Working collaboratively with a range of resources, our experienced trainers aim to give you renewed confidence using English in your professional life.



The courses take place at the Atlantic Centre of Education in Galway, on Ireland's Wild Atlantic Way, offering participants the chance to explore Irish and local cultural heritage through a week-long programme that includes a full-day cultural tour, a guided walking tour of Galway city, and afternoon social and cultural activities, with staff available to recommend additional events and excursions.

Objectives

Increase confidence when working with international students, teams or clients in English.



Create memorable short presentations on areas related to your role or interests.



Gain insights on emailing effectively to save time when corresponding.



Meet others in similar roles and share knowledge on dealing with cultural differences.



Gather resources to aid you in your day-to-day role and language goals.



Added value of the mobility

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

Activities to be carried out

- Interactive teaching combining 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
- Project based learning - research, prepare and deliver a short presentation

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 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.

Suitable for: Administrators, educators, and professionals who need English to deal with business partners and colleagues

Minimum Level of English: B1 (CEFR)

Certificate: Certification of Participation and Attendance

Programme Length: 5 days of tuition (Monday to Friday) + 1 full-day activity - 25 hours

Documentation provided: STT Invitation letter, Europass, Work Plan (on request), End of Course Certificate

SAMPLE TIMETABLE

Morning: 9.00-12.30 // Afternoon: 1.30-3.00

***suggested timetable only, actual content may vary*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Getting to Know You Welcome Class & Tour of Atlantic. Icebreakers & needs analysis and goal setting Introductions + first time meetings Networking & Relationship building	Perfecting Presentations A step-by-step guide to structuring a lively and dynamic presentation Preparing for challenging questions. Additional tools to enhance your presentation	Designing Effective Emails Review your current writing style and refine it. Learning new phrases to speed up correspondence. Focus on register, tone and nuance when communicating with new or regular contacts.	Key Communication Skills Participating in international meetings online and in person. Diplomatic language for cross-cultural negotiations. Giving & receiving feedback	Presentations and Feedback Peer Presentations. Reflection and Review. Course Overview & Self-Assessment Self-Study Resources and Next Steps
LUNCH BREAK				
Erasmus Workshop English Language & Irish Culture Walking tour of Galway	Erasmus Workshop eg. Speaking Skills & Pronunciation Pub Social Evenin	Erasmus Workshop eg. Learn English through Music	Erasmus Workshop Museum Visit	Erasmus Workshop Phrasal Verbs & Idioms

SUNDAY

Full-Day Tour to Wild Atlantic Way

Possible tours include:

Cliffs of Moher

(throughout the year)

Connemara (from May to October)

Aran Islands (from May to October)

ENGLISH FOR PROFESSIONAL COMMUNICATION

2026 COURSE DATES

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12-16 26-30	09-13 23-27	09-13 23-27	6-10 20-24	04-08 18-22	01-05 15-19	06-10 20-24	03-07 17-21	07-11 21-25	05-09 19-23	09-13 23-27	07-11

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