

English for the Educational Workplace

A course for intermediate English learners designed to help you with the many professional situations when you need to use English in your workplace.

Course Outline

For intermediate English learners, **English for the Educational Workplace** is an intensive professional training course designed to help you to use English in your workplace – writing emails, interacting with colleagues and students, making presentations, and finding the right language for professional situations. It aims to equip participants to effectively manage day-to-day interactions requiring English language skills. Participants gain skills to communicate with peers, students, managers and external stakeholders with confidence and accuracy.

All 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

Acquire the English language skills needed to operate effectively in an internationalised educational working environment.



Practice communication skills such as writing emails and reports, giving presentations, and speaking on the phone.



Develop fluency through discussions and role play.



Gain a better understanding of English usage in different professional contexts.



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 stakeholders with whom they are required to interact in English.

Activities to be carried out

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

Expected outcomes and impact

The course provides a professional development opportunity for participants to improve the English skills required for effective communication in a work context. 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: Administrative staff working in Higher Education who wish to use English in their role more confidently.

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
Introductions Welcome Class & Tour of Atlantic Icebreakers, needs analysis and goal setting Essentials of Interpersonal Communication Language Focus: Verbs for Polite Requests & Offers	Essentials of Public Speaking Structuring Language + Non-Verbal Communication Gaining confidence in presenting Language Focus: Tense Review for Clarity & Accuracy	Essentials of Writing Communicating clearly & accurately in written correspondence Adapting levels of formality in daily communications Language Focus: Complex Structures & Using Cautious Language	Essentials of Intercultural Competence Communicating clearly & accurately in written correspondence Adapting levels of formality in daily communications Language Focus: Complex Structures & Using Cautious Language	Presentations and Feedback Mini Peer Presentations. Reflection and Review Course Overview & Assessment. Class Resources + 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 THE EDUCATIONAL WORKPLACE

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

CONTACT:

john.daly@atlantic.ac
atlanticlanguage.com

Fairgreen Road, H91 AXK8,

Galway, Ireland

ERS OID: **E10256058**