



LTS training and consulting

Developing Business English Training Skills

18-22 August 2008 or 17-21 November 2008

Target audience and objectives

Developing Business English Training Skills is a five-day train the trainer course. It is designed for native and non-native speakers of English who currently teach or intend to teach English to business and professional people or to students at business schools and faculties of management, and who wish to develop their skills to design and deliver task-based business English training. Participants should have a minimum of 2 years' EFL teaching experience and preferably hold a relevant formal qualification, such as a CELTA or DELTA, or a local equivalent.

By the end of the course, participants will:

- be aware of the principle characteristics of business English training
- be able to carry out task-based needs analysis and performance testing
- be familiar with the principles of syllabus and course design
- know the different functional components of a typical business English course
- be familiar with a variety of methodologies for teaching these components
- be aware of the intercultural dimension in international business communication
- be able to develop appropriate training materials from authentic sources

All participants who complete the course successfully will receive the LTS Certificate in ***Business English Training Skills***.

Location

The courses will take place at the LTS training centre in Bath, UK. We can also run similar or tailored versions of this course for groups and individuals, either in Bath or on an in-house basis worldwide. Contact us for details.

Price per participant

GBP 630 or Euros 880 (The price includes VAT @ 17.5 per cent)

This price includes all course materials but not accommodation. This can be arranged in guest houses, hotels or with British host families from GBP 40/Euros 60 per night.

Note: Trainers involved in adult education in most European countries can apply for Grundtvig in-service training grants under the EU Lifelong Learning Programme. For details: http://ec.europa.eu/education/programmes/llp/grundtvig/grund3_en.html

Facilitators - Rebecca Utteridge, Sara Helm

Both have long experience as senior training consultants with LTS in Bath, and are authors of a range of published business English training materials, including *Best Practice* (Heinle) and *One Stop English* (Macmillan).

Course Outline

Pre-course assignment

Needs analysis based on specific case studies

Day 1 – Needs analysis and performance objectives

Introductions and objectives

How does business English differ from general English?

Needs analysis

Use of performance scales

Setting training aims and objectives

Day 2 – Syllabus design

Language analysis and syllabus design

Core business English syllabus components

Business language breakdown

Key elements of course design

Day 3 – Business communication skills

Teaching business communication skills for presentations, meetings, negotiations, telephoning and conference calling, and socialising

Intercultural communication in business English

Using role plays, simulations and case studies

Day 4 – Exploiting authentic material

Exploiting authentic sources for teaching business English: text, audio, video/DVD, internet, podcasts

Workshop task: course design based on specific case studies

Day 5 – Workshop presentation and review

Workshop presentation and review

Evaluating business English training - measuring the success of training

Sources for further reading and professional development

Course feedback and evaluation

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