

Brighton Premium English for Engineers



REIN INS LAND.
RAUS MIT DER SPRACHE.

Detailed course description

Lessons: 30 lessons of 45 minutes per week (= 22,50 hours)

Levels: Intermediate to Advanced (B1-C1)

Duration: 2 weeks

Maximum class size: 8

Minimum age: 21

Target group: The course is designed for experienced engineers and other technical staff who need to use English to communicate with colleagues or clients.

Content & objectives:

The course is based on a detailed Needs Analysis that begins prior to arrival and is reviewed continuously throughout the two weeks. The content is therefore flexible, but a typical course will include:

- Discussion skills and participating in meetings
- Explaining complex ideas and giving technical instructions
- Making presentations
- Telephoning and e-mailing
- Technical writing

The course will enable group members to develop their communication skills in English so they can more effectively contribute to meetings, discuss technical drawings and production methods, give presentations and deal with phone calls in English, for example.

By the end of the course, you will be able to:

- Give more effective presentations in English
- Contribute more effectively to meetings held in English
- Use English on the phone with more confidence
- Use English in emails, faxes and letters with style and accuracy
- Have a greater sensitivity to different business cultures
- Deal with clients, customers and colleagues in English with more competency and confidently



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Sample Timetable

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	<p>Introductions:</p> <ul style="list-style-type: none"> Welcome to the ELC Trainers, course & materials <p>Needs Analysis:</p> <ul style="list-style-type: none"> Establishing business needs Goal & objective setting 	<p>Describing processes & procedures:</p> <ul style="list-style-type: none"> Giving the background Giving the outline Sequencing steps & stages 	<p>Business Skills: E-mailing</p> <ul style="list-style-type: none"> Fixed phrases Formal v. informal language Being clear and polite Tips & guidelines 	<p>Business Skills: Meetings</p> <ul style="list-style-type: none"> Giving your opinion Effective contributions The language of meetings 	<p>Discussion skills 3:</p> <ul style="list-style-type: none"> Question techniques Handling difficult questions Agreeing/ disagreeing
10:30 – 10:50	Break				
10:50 – 12:20	<p>Initial presentation:</p> <ul style="list-style-type: none"> Presenting yourself and your company Describing your products/ services Roles & responsibilities 	<p>Language focus:</p> <ul style="list-style-type: none"> Use of the passive Prepositional phrases 	<p>Podcast: Email technology</p> <p>Internet resources: Technical English on the web</p>	<p>Role-play: Meeting simulation.</p> <p>Videoed for analysis and group feedback</p>	<p>Business Skills: Presentations</p> <ul style="list-style-type: none"> Effective introductions Emphatic language Structuring your talk
12:20 – 13:20	Lunch				
13:20 – 14:50	<p>Discussion skills 1:</p> <ul style="list-style-type: none"> Explaining technical concepts Describing how things work Describing diagrams & technical drawings 	<p>Case study: A real technical process</p> <p>Plus analysis and group feedback</p>	<p>Discussion skills 2:</p> <ul style="list-style-type: none"> Checking understanding Clarifying & paraphrasing Simplifying complex ideas <p>Plus mini discussion.</p>	<p>Language skills workshop: Improving your listening</p> <p>Video session: Topical engineering projects</p>	<p>Role-play: Technical problems</p> <ul style="list-style-type: none"> Practice presentations Q&A Analysis & feedback

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Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Course review: Reassessing needs and objectives Workshop: Technical writing	Presenting technical data in meetings: <ul style="list-style-type: none"> • Describing graphs and trends • Discussing cause, effect & implication 	Business Skills: Telephoning 1 <ul style="list-style-type: none"> • Telephone phrases • Getting through • Leaving a message 	Business Skills: Socialising <ul style="list-style-type: none"> • Starting a conversation • Sounding interested • Conversation topics Plus role-play practice	Problem-solving & decisionmaking: <ul style="list-style-type: none"> • Establishing priorities • Making suggestions • Weighing up pros & cons • Framing solutions
10:30 – 10:50	Break				
10:50 – 12:20	Guided discussion: issues in modern technology Plus feedback.	Presentation workshop: <ul style="list-style-type: none"> • Preparation for individual presentations • Guided personalised text development 	Language skills workshop: Improving your pronunciation <ul style="list-style-type: none"> • Personalised advice and practice 	Intercultural awareness: <ul style="list-style-type: none"> • Cultural differences • Business & management issues • Working in an international team 	Final role-play: Problem solving meeting Plus analysis and group feedback
12:20 – 13:20	Lunch				
13:20 – 14:50	Language awareness: Words, word families & phrases Self-study skills: Developing technical vocabulary	Individual presentations plus Q&A session Videoed for analysis and group feedback	Business Skills: Telephoning 2 <ul style="list-style-type: none"> • Asking politely • Giving technical instructions over the phone Plus role-play practice	Language awareness: Grammar Self-study skills: Developing good study habits	Course review: <ul style="list-style-type: none"> • Evaluation & feedback • Lessons learned • Going forward Open forum