



The Business English – Professional Skills

PHASE I - Introduction to Business English – features and components

- The Learner
- The teaching context
- The trainer
- The language
- Communication techniques
- Communicative Language teaching

PHASE II - Need Analysis

- Need analysis - categories and modes
- Decision Making
- Communication needs
- Business needs

PHASE III - Course Design

- Setting objectives
- Syllabus components
- Designing
- Implementing
- Setting up the independent ongoing learning plan
- Managing the logistics

PHASE IV - The Client Approach

- Introduction - Adult, personal and professional

- Present yourself professionally -differing "roles" for the teacher – e.g. coach, consultant facilitator
- Methods of empowering learners

Mid term assignment

PHASE V - Feedback and Evaluation

- Different types
- Assessing the trainees

PHASE VI - Classroom Management

- Creating rapport – sensitivity to needs
- Modeling instructions
- Creating interactive activity
- Varying activities
- Being a facilitator

PHASE VII - Teaching Business Speaking

- Business communication related to socialization
- Skill practice variants - the different methods

PHASE VIII - Teaching Business Writing

- Technicalities of Business Writing
- The basic business writing - types and approaches to training