

English for the Workplace

（中級 Intermediate）

【Date】 Day : Tuesdays

Time : 18 : 30 ~ 20 : 10 (Evening)

Instructor	Lee Faire
Outline	"English for the Workplace" focuses on building vocabulary, grammar, and communication skills for professional environments at an Intermediate level. The course will help you to use English effectively in business and work-related situations. Classes will be conducted in English with a native English-speaking instructor. The course is taught in North American English.
Content, Method, Goals	<p>Content:</p> <ul style="list-style-type: none"> • Vocabulary and phrases specific to professional contexts such as meetings, presentations, and email correspondence. • Grammar and sentence structure for effective written and spoken communication in business situations. • Pronunciation and intonation for clear and confident speech. • Business-related customs and cultural awareness. • Role-playing and simulation exercises and activities to practice real-life workplace scenarios. <p>Method:</p> <ul style="list-style-type: none"> • Students are expected to speak up, ask questions, and participate actively in class discussions, role-plays, and in pair and group activities. <p>Goals:</p> <ul style="list-style-type: none"> • To improve your English language skills specifically in the context of the workplace. • To increase your confidence in using English in professional settings. • To learn the language and skills needed to communicate effectively in the workplace.
Textbook	Business Venture 2 (Oxford)
Expected level of learners' English	<p>Grammar and vocabulary You have high school graduate-level grammar and vocabulary skills.</p> <p>Reading and writing You can understand the contents of a high school reading textbook with the help of a dictionary. With some effort, you can understand the general meaning of English newspaper articles. You can write a diary in simple English.</p> <p>Listening You are used to native English and can keep up with the class.</p> <p>Speaking You are able to greet people and introduce yourself in English and have conversations on topics such as shopping and giving simple directions.</p> <p>Eiken 2nd grade level. All classes are held in English and are organized in pairs and groups.</p>