

English for the Workplace (中級 Intermediate)

【Date】 Day : Tuesday

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

Teacher	Christopher Beeton
Outline	"English for the Workplace" focuses on building vocabulary, grammar, and communication skills for professional environments. 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.
Contents, how to proceed, goals, etc.	<p>[Contents]</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. • Pronunciation and intonation for clear and confident speech. • Business-related customs and cultural awareness. • Role-playing and simulation exercises to practice real-life workplace scenarios. <p>[How to proceed]</p> <ul style="list-style-type: none"> • You are encouraged to speak out, ask questions, and participate actively in class discussions, role-plays, 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 teach you the language and skills needed to communicate effectively in the workplace.
Textbook	<i>Business Partner B1</i> by Margaret O Keeffe et al. (Pearson, 2018)
«Reference» 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. If you make an 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 shopping and giving directions.</p> <p>[Other] Eiken 2nd grade. All classes are held in English and are organised in pairs and groups.</p>