



*"We make learning special"*

## Teaching Business English: Language, Materials and Methods

This course is aimed at trainers who would like to get new ideas on teaching Business English. New approaches will be introduced, including how to gear course content to different learning styles and the importance of this type of flexibility.

### Objectives

- To discover your own preferred learning and teaching style
- To consider the impact this has on your teaching of Business English
- To look at the field of Business English in a new light
- To discover new ideas and materials
- To learn how to use existing materials in a flexible way
- To create new materials suited to the needs of your students
- To make Business English communicative, fun and learner-centred

### Course Content

The course will combine the knowledge of the participants with new ideas and ways of looking at the teaching of Business English. By using a learning styles approach, participants will have the chance to discover why some activities work well in one class but not another. They will also be encouraged to look critically at materials on the market and decide how they can use them in their courses. Rather than work with one course book, this course will encourage the participants to look at materials that they can use to supplement any Business English course as well as find activities that they can use in self-designed courses or one-to-one training. The course will be divided into the following main areas:

**Learning styles and their impact on teaching and learning** – this introduction will enable participants to discover a range of learning style models used in training and in the business world.

**Teaching vocabulary** – this will focus on vocabulary for specific areas of Business English and offer teaching ideas for different topics.

**Oral communication** – participants will have the chance to try out simulations and role-plays to determine how they work and what is necessary when using these in the classroom.

## **Course Methodology**

NILE courses are taught in a range of ways but the underlying principle is that all courses should be taught using methodology that course participants can adapt and emulate for themselves on returning to their classrooms. Sessions are built into each course to allow course participants to reflect on the way that they have been taught and review the suitability of the strategies and techniques for their own circumstances.

## **Preparation and follow-up**

All course participants are issued with a pre-course questionnaire to be returned prior to the course. This is to ensure that the areas of most significance to participants within the general course area are covered. In addition, participants are sent an indicative reading list covering some of the topics to be dealt with on the course. Participants are also asked to bring along to the course information and materials relating to any project they are involved in or have recently completed, which could benefit from supportive critical comment during the course.

Towards the end of the course there is a “where next” session with the group as a whole, or with individuals. This session is used to review the concepts and practices dealt with on the course and to see how they will apply to the participants’ workplace on their return. Open-ended follow-up consultation is available to all course participants after the course, via email/internet access.

## **Timetable**

All courses are held between the hours of 9 am and 5.30 pm. The working day normally starts at 9.15 am and ends at 3.30 or 5.15 pm. All courses last for a minimum of 25 hours per week.

## **NILE Teachers**

In addition to the main course team, courses often have one or more visiting guest speakers. These are usually well-known figures from the world of EFL/ESL who have published and lectured widely or who are well-versed in the changing face of Britain and the role of English in the world-wide community. Recent speakers on NILE’s Summer Guest Speaker Programme (June – September) have included: Claudia Ferradas, Gwyneth Fox, Laura Renart, Prof. David Nunan, Prof. Mike McCarthy, Prof. Ron Carter, Dr. Brian Tomlinson, Luke Prodromou, Philip Prowse, H.A. Swan and Melanie Williams.

Since NILE’s courses are for serving teachers or teachers in training, these sessions with visiting speakers, along with the extra-curricular programme, represent an ideal opportunity for course participants to mix socially and professionally with teachers from a wide variety of different countries and contexts.

All of NILE’s courses for teachers include a significant English language improvement element dealing with a variety of aspects of the English language.