

BUSINESS ENGLISH

1 & 2 WEEK COURSES FOR TEACHERS OF BUSINESS STUDIES & BUSINESS ENGLISH DUBLIN, IRELAND

SUNDAY 27 OCTOBER - SATURDAY 9 NOVEMBER 2024
SUNDAY 27 OCTOBER - SUNDAY 3 NOVEMBER 2024

COURSE OBJECTIVES:

This course is designed for European teachers of Business Studies & Economics and teachers of Business English.

Participants will have the opportunity:

- to gain new teaching ideas & materials for teaching Business English
- to enhance their language skills in Business English
- to exchange ideas and develop links with teachers from different European countries

COURSE CONTENT:

1. **Practical workshops on Business English** (materials & methodology) to include:

- ideas and materials for selecting, introducing contexts for and practising language used in business
- effective writing activities using digital tools for business communication
- guidance and feedback for a variety of presentations, online meetings and short talks
- creating Task-Based Learning materials for Business English Learners
- designing materials for business using roleplay and game-based simulation
- designing effective tasks and individual or class learning plans for business
- evaluating digital tools, podcasting and websites for professional and business use

Teachers will be encouraged to share their own ideas and experiences and to participate in and reflect on learning and tasks designed for students.

Digital and other resources will be shared and created together with participants and the trainer will provide a bank of useful websites and reference materials for further professional development.

2. **English Language Training** (Business English)

3. **Workshop on Using Technology to Enhance Learning**

4. **Lecture on the Irish Education System**

5. **Visit a secondary school.** Observe Business Studies lessons and opportunity for discussion with teachers
(2-week course only)

6. **Visit a Youthreach Centre.** Presentation on Youthreach Centres which provide education in an informal setting with focus on preparation for the world of work (training and work experience) for early school leavers without any qualifications or vocational training aged 15-20. (2-week course only)

7. **Visit to a hotel and restaurant** with tour and talk by manager on hotel management and the training of new employees
(2-week course only)

8. **Cultural visit** to Wicklow Mountains National Park and Glendalough monastic site & lakes (2-week course only)

9. **A guided walking tour** of Dublin and cultural visits to National Museum: Archaeology, National Museum: History & Decorative Arts and Chester Beatty (World Art Museum)

LOCATION:

DUBLIN, Ireland: Population: 1,228,000

Famous for its cultural heritage and charming hospitality, Dublin is a lively city with a rich history, situated on the east coast of Ireland. Notable historic sights include its elegant Georgian squares, Dublin Castle, Christ Church Cathedral, the Book of Kells at Trinity College, Kilmainham Gaol and National Museums. Temple Bar is a busy riverside neighbourhood with live Irish folk music venues.

Close to the city are the beautiful hills and lakes of Wicklow Mountains National Park and attractive coastal scenery



TOTAL PRICE:

1 Week: €1,447

2 Weeks: €2,195

The price includes:

(a) COURSE FEE to include:

Full programme of study sessions and visits as itemised above.

NB. Participants are responsible for paying their own daily transport costs, including visits to colleges. Any optional visits are not included in the price.

(b) HOST FAMILY ACCOMMODATION to include:

Full board Accommodation with a local family (inclusive of registration fee): 7 or 13 nights
(Teachers may request to be the only guest of their mother tongue or to stay in the same family as a colleague).

Host families are carefully selected and offer a friendly welcome and opportunities to chat and learn more about life in Ireland today. Participants often find that the experience of staying with a host family is one of the most memorable aspects of the course. Accommodation is in single rooms (unless participants request to share). Breakfast, packed lunch and evening meal are provided by the host family. (Food allergies, likes and dislikes are taken into account.)

Please note that many suitable residential areas are not within walking distance of the city centre and most host families are a bus ride from the city centre/tuition centre. A travel pass for all Dublin public transport costs €32 per week and can also be used to visit nearby coastal villages, beaches and cliffs.

Additional nights with host families can be arranged, giving participants extra time for individual research and visits. Accommodation can be provided for family members (but not unaccompanied children) subject to availability. (Rates on request).

Participants wishing to arrange their own (hotel or self-catering) accommodation may pay a fee for the course only.

TRAVEL:

Participants are responsible for arranging their travel to and from Ireland.
Express buses run from Dublin Airport to the city.

PAYMENT:

Full payment will be due 2 months before the course begins, or for teachers awaiting funding: as soon as the grant is received.
No refund for cancellations within 5 weeks of arrival. Applicants are strongly advised to take out cancellation insurance.
Postponement due to Covid-19 will be possible if necessary.

PREPARATION:

Participants are asked to complete a questionnaire before the course starts in order to ascertain their level of experience and training, the age groups and types of learners they teach and their expectations from the course. This helps trainers to respond to participants' individual needs and ensure that the most relevant areas are carefully integrated.

EVALUATION:

At the end of the course teachers participate in a detailed evaluation of the course.

FOLLOW UP:

At the end of the course teachers are asked to consider which aspects of the course will be the most relevant to their own teaching situations. On their return they are invited to keep a record of how they have been able to utilise ideas gained on the course in their own classrooms.

CERTIFICATE & ERASMUS+ VALIDATION:

A certificate of attendance (stating course content, learning outcomes and number of hours) will be provided and Erasmus+ documentation will be validated.

BUSINESS ENGLISH

2-WEEK COURSE FOR TEACHERS OF BUSINESS STUDIES AND BUSINESS ENGLISH

DUBLIN: SUNDAY 27 OCTOBER - SATURDAY 9 NOVEMBER 2024

DRAFT PROGRAMME

DAY	MORNING	AFTERNOON	EVENING
SUNDAY 27 OCTOBER			Arrive Dublin
MONDAY 28 OCTOBER	0930- Welcome & Introduction 1015 1030- Lecture on the Irish Education 1230 System	1400- Guided Walking Tour of Dublin 1630	
TUESDAY 29 OCTOBER	0930- Workshop on Using Technology 1300 to Enhance Learning	1400- Workshop on Using Technology 1700 to Enhance Learning	Optional evening in a traditional pub with Irish folk music
WEDNESDAY 30 OCTOBER	0930- Workshop on English 1300 for Business	1400- Workshop on English 1700 for Business	
THURSDAY 31 OCTOBER	0930- Workshop on English 1300 for Business	1400- Workshop on English 1700 for Business	
FRIDAY 1 NOVEMBER	0930- Workshop on English 1300 for Business	1400- Workshop on English 1700 for Business	
SATURDAY 2 NOVEMBER	1000- Cultural visits in Dublin: National Museum: Archaeology, National Museum: History & 1700 Decorative Arts, National Botanic Gardens or Chester Beatty (World Art Museum)		
SUNDAY 3 NOVEMBER	Free for individual research or optional visits eg. Book of Kells at Trinity College, Guinness Storehouse or Howth & Howth Head (east coast)		
MONDAY 4 NOVEMBER	0930- English Language Training: 1230 Business English	1330- English Language Training: 1630 Business English	
TUESDAY 5 NOVEMBER	0900- Visit a secondary school 1500 Observe Business Studies lessons and opportunity for discussion with teachers		
WEDNESDAY 6 NOVEMBER	0930- Visit a Youthreach Centre 1500 Presentation on Youthreach Centres which provide education in an informal setting with focus on preparation for the world of work (training and work experience) for early school leavers without any qualifications or vocational training aged 15-20		
THURSDAY 7 NOVEMBER	1015- Cultural visit to Wicklow Mountains National Park and Glendalough monastic site & 1700 lakes		
FRIDAY 8 NOVEMBER	1000- Visit a hotel and restaurant 1230 with tour and talk by manager on hotel management and the training of new employees	1400-Lecture on Irish History, Culture & 1700 Traditions 1700- Evaluation Session 1800	
SATURDAY 9 NOVEMBER	Depart Dublin		

BUSINESS ENGLISH

1-WEEK COURSE FOR TEACHERS OF BUSINESS STUDIES AND BUSINESS ENGLISH

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FRIDAY 01 NOVEMBER	0930- Workshop on English 1300 for Business	1400- Workshop on English 1700 for Business 1700- Evaluation Session 1800	
SATURDAY 02 NOVEMBER	1000- Cultural visits in Dublin: National Museum: History & Decorative Arts, 1700 National Museum: Archaeology, Chester Beatty (World Art Museum) or National Botanic Gardens		
SUNDAY 03 NOVEMBER	Depart Dublin		

