

## Teach Business English

### Course Overview

The Teach Business English course is aimed at teachers of English who wish to refresh their skills for teaching business English to business people or vocational learners.

On this very specific English language course teachers will enjoy a high level of customisation and attention. With a minimum of two teachers we will confirm an agreed date, which can be extended to two weeks.

The Teach Business English course runs for 25 hours per week in the UNESCO world heritage city of Bath, UK. It is delivered in a comfortable central location that provides free wi-fi and refreshments. It is also eligible for KA1 Erasmus staff mobility funding.

### Course Leader – Sara Helm

Sara has over 25 years' experience of teaching English to a wide range of people in the fields of business, politics, the civil service, medicine and education as well as teacher training.

She has also written English for Business and Specific Purposes resources for Macmillan, Pearson ELT, Thomson Heinle and York Press.

### Course Outcomes

- Greater confidence in delivering lessons
- More efficient course and lesson planning
- Wider range of supporting exercises
- Expanded business English vocabulary
- Awareness of communicative techniques
- Clearer pronunciation and delivery
- Broader knowledge of published and online resources
- Free classroom games

### Typical Course Timings

09.30 - 12.30 / 15.30 - 17.30

Participants generally enjoy a long lunch break in order to take advantage of the many cultural opportunities in our UNESCO city.

*"Bath is one of those places that you have to visit at least once in a life time. I had really great time there, it was peaceful and without any stress."* Kaspars G, Latvia

## Teach Business English

### Course Content

Topics and course materials reflect typical management topics and communication skills areas needed in a variety of jobs such as telephoning, emailing, presenting, selling and negotiating and providing customer services.

The exact content of *your* course will be based on discussion with you and other participants before and during the course, but will generally include sessions on:

- Business management vocabulary
- Classroom activities for a range of situations
- Key business functional language skills
- Teaching practice
- Materials and lesson creation
- Methodology refreshers
- Online materials and resources
- UK Business English and Specific Purposes published resources
- Experience and ideas sharing between participants

Please do bring your own course book, if you use one.

### Optional Social Activities

On all of our courses, depending on weather and programmes on offer, activities generally include one or more of the following:

- Guided history tour of Bath
- Theatre Royal performance
- Jazz and a drink at Green Park Brasserie
- Visit to Museum of Bath at Work

EMB can help participants to plan and book evening and weekend cultural activities to enhance their cultural experience and promote the use of English outside the classroom.

### Certification and Erasmus Documentation

ERASMUS OID: E10095182

EMB provides a course certificate. You can use the information on this page to complete an Erasmus contract and a Europass Mobility Document for us to sign. Documentation can also be sent prior to the course.

## Teach Business English

### Erasmus Values

EMB checks the suitability of the requested course for each participant and conducts a pre-course needs analysis that informs course content. Teachers and staff benefit from meeting staff from relevant organisations in other countries. We provide our participants with pre-course preparation tips and materials and set up a WhatsApp group for them. During the course we present, or invite participants to present the Erasmus eTwinning opportunities. Digital learning tools / materials are highlighted on the course and ongoing learning and professional development advice is given. At the end of any course, verbal / written feedback is obtained and is used to inform content of future courses. Where relevant, exit-level testing is conducted. Teachers are invited to stay connected and share ideas after the course through their WhatsApp group.

### Teach Business English Course Dates

Teach Business English course dates are available many weeks of the year, on request.

### Teach Business English Course Fee

One week €690

Two weeks €1330

This includes a booking fee but does not include accommodation. See below.

### Accommodation in Bath

A host family stay guarantees you an authentic taste of Bath life and provides the opportunity for conversation and friendship building.

Our host families are couples or single people who generally do not have children living at home. They live within a 30-minute walk of the course venue. Our host family charge including breakfast and dinner is €400 for 5 or 6 nights, payable in advance with the course fee. It is important to book early to guarantee a host family.

*"My host family were the best. I really wish to meet them again sometime".* Kaspars G, Latvia

Alternatively, we can recommend a few relevant accommodation websites and specific parts of Bath. Please note, we cannot book accommodation on your behalf but we can give you help and advice.

## Teach Business English

### How to apply

Email Course Leader [Sara Helm](#) (see below)

Please include:

- your name(s)
- your **current** English language level
- your school and school address
- the course date you are interested in
- the age group(s) you teach
- whether or not you need a host family
- your WhatsApp contact details!

I will normally contact you within 24 hours for further information.

Looking forward to meeting you!

Sara

Stay updated with our confirmed course dates at our Teachers Business English web page:

[www.englishmeansbusiness.uk/teach-business-english/](http://www.englishmeansbusiness.uk/teach-business-english/)

English Means Business 9 Widcombe Crescent Bath BA2 6AH

[www.englishmeansbusiness.uk](http://www.englishmeansbusiness.uk) (for information on Bath and how to travel here)

email: [sara@embiz.info](mailto:sara@embiz.info) WhatsApp +44 7789 364989



*“From the beginning on I was very glad that I got so much support from EMB especially from Sara. I am very glad that I had the chance to attend this perfectly for business teachers structured course and I can highly recommend it.” Tamara H, Germany*