

Academic English

Our flexible solutions for your business English needs



Individual & group courses We offer 'face to face' and online courses for individuals or groups.



## E-Learning

We propose courses online with the software Adobe Connect Meetings. These courses are available for individuals or groups.



# Bite Sized Learning

Bite Sized Learning is a half hour lesson designed to meet the needs of the busy professional. This is offered online.



#### Blended-Learning

We offer a combination of 'face to face' courses and online lessons.









The course has been designed for people actively engaged in the academic sector. The course focuses on two core competences: language knowledge and communication skills. Participants develop the specialist language to be accurate in a range of contexts while they become more effective in professional situations.

## **Academic vocabulary**

- Ethics
- Wider university life
- Delivering lectures and presentations
- Giving feedback to students
- The language of academic management
- Purpose of a qualification
- Describing different types of assessment
- The language of research
- Comparing the value of universities (including a critique of ranking systems)
- Communicating the structure
- Preparing for a job or education interview
- Wider educational issues
- Essay writing, terms and convention (including referencing, footnotes and bibliographies)
- Facilitating and participating in seminar discussions

#### **Communication skills**

- Team working
- Business small talk
- Delivering presentations
- Making recommendations
- Speaking on the telephone
- Participating in negotiations
- Writing e-mails and business letters
- Expressing agreement or disagreement
- Defining objectives and making decisions
- Developing reports, proposals
- Preparing, managing and participating in meetings

## Your job

- Preparing for a job interview
- Planning, managing your schedule
- Describing your values and learning styles
- Describing your job and your organisation
- Developing your CV, covering letter and application form