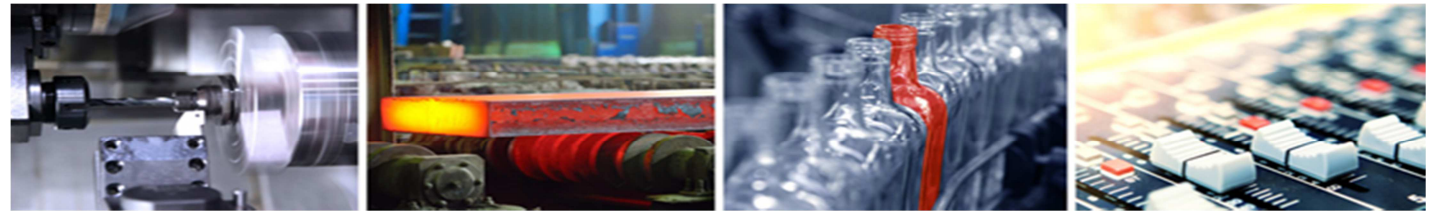




# The Language Partnership

*English for manufacturing*



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 manufacturing 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.

### Manufacturing Skills

- Health and safety
- Developing a product
- Using numbers and statistics
- Environmental considerations
- Describing production processes
- Quality assurance, compliance to industry standards including ISO
- Evaluating and summarising data to describe performance in a manufacturing context
- Managing people, conducting performance reviews
- Logistics, planning production schedules and stock levels

### 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

### Communication skills

- Team working
- Business small talk
- Delivering presentations
- 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, making recommendations
- Preparing, managing and participating in meetings

### The wider context

- Describing the wider economy
- Describing different types of business and commercial activity
- Describing the culture and ethics of an organisation