



**Teacher Training 2019**  
**Teaching Business English**  
**2 weeks /10 Training Days**

**14-25 Jan 2019**  
**11-22 Nov 2019**

**Target Audience**

This course is for Business English teachers who wish to refresh and develop their teaching skills in key areas of Teaching English for Business, combining both language teaching with training skills. The course is practical and experiential, with a focus on providing teachers with a range of ideas and activities to enrich their Business English teaching classes. This course is also useful for teachers wishing to move into Teaching Business English. Participants need to be at a B1 level of English.

**Course Summary**

This two week course covers a comprehensive range of topics, areas and methodologies for Teaching Business English. It not only looks at the language of business that trainees need, but also at the skills involved in becoming more effective.

**Preparation**

After registration, participants on this course programme will receive:  
A pre-course questionnaire which will enable trainers to learn about the participants' teaching backgrounds  
Information about the Europass Mobility Certificate  
A recommended reading list to prepare participants for various aspects of the course

**Objectives**

To enable a better understanding of Teaching Business English and to expand & build on previous knowledge, using a range of practical methodologies  
To introduce new areas of teaching methodologies and accompanying techniques, using hands-on & experiential methods  
To help teachers reflect on their own teaching methods & contexts & develop teaching skills  
To exchange pedagogical information & knowledge in a multi-cultural context  
To further develop participants' own language skills  
To experience the cultural heritage of Malta with its bilingual linguistic environment

**Methodology**

Sessions demonstrate current Teaching Business English approaches, methodologies & techniques.  
Both teaching & learning are analysed and discussed, developing the participants' use of their communication skills in English.  
Input sessions are in the form of hands-on workshops often using multimedia, and involve brainstorming, analysis, problem-solving, case studies and role-play, both in pair work & group work.  
Participants are actively involved in the sessions to maximize their learning and to experience activities from their learners' point of view.  
Teachers are asked to reflect on the activities, inviting discussion with regard to their own pedagogical knowledge & skills, teaching methods & contexts, and on adaptation of activities to their teaching & learning situations.  
Participants' own language skills are developed and feedback given where appropriate.  
Participants are also introduced to appropriate websites related to the further development of their Business English teaching skills & personal professional development.

**Follow Up**

The course ends with an evaluation session, where teachers are asked to reflect upon the value of the knowledge gained on the course and its usefulness to them  
They are also encouraged in this session to come up with a Personal Development Action Plan, and select activities which they would like to try out in their own classes.  
They are invited to join the ETI Teacher Training Facebook community, which allows networking and contact with the trainers and fellow colleagues, and with participants from other courses.  
Participants are also encouraged to join communities for the current POOLS Projects, and other ETI-related EU Projects, such as METHODS (Communicative Language Teaching Methods), TOOLS, and CLIL4U.  
In addition, participants are given a post-course 3 month subscription to our e-Learning online site to further develop their language knowledge and skills.

## A Sample Course Programme

### Teaching Business English Week 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.30	The Business English Learner - A breed apart?	Giving Effective Presentations (1)	Presenting Facts & Figures The Language of Trends	Exploiting Authentic Materials	Effective Meetings
11.00 – 12.30	Types of Needs Analysis & Setting the Course Programme	Giving Effective Presentations (2)	Developing Speaking Skills: Getting Business Learners to Speak	Exploiting Films, the Media & the Internet	The Language of Meetings
13.00 – 14.30	Ice-Breakers & First Day Lessons		Management Styles and Leadership	Social Programme	Meetings Roleplay & Feedback

### Week 2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.30	Case Studies, Roleplays & Simulations	Preparing A Professional CVS / Job Interviews & Interviewing Techniques	Effective Negotiations & SWOT Analysis	Phone and Conference Calling Language of Telephoning	The Language of Emails
11.00 – 12.30	A Case Study	Intercultural Communication:	The Language of Negotiations	Telephoning Roleplays & Feedback	Business Correspondence Formal vs Informal
13.00 – 14.30	Socialising in English	Collocations & Business Vocabulary	Negotiation Roleplay & Feedback	Social Programme	Course Review /Wrap Up and Next Steps



## Prices

Course Fee	€700.00
Programme Fee	€100.00

### **Programme Package Fees Includes :**

**Course Fee , Tuition /Training** 42 Hours ( 2 weeks) over 10 days

**Registration and Administration Fees**

**Social Programme including Half Day Guided Tours** (to Malta's Capital City

Valletta + to the old Medieval City of Mdina)

**Airport Transfers** : Shuttle Airport Transfers Arrival + Departure –Malta Int.Airport to /from Accommodation ( when booked through ETI)

**Mobility Euro Pass Certificate**

**End-of-Course Certificate**

All programmes have a Saturday or Sunday arrival with a Monday course start day

# Accommodation 2019

	Low Season 01 Jan –02 March & 10 Nov –31 Dec 2019		Mid Season 03 March- 01 June & 29 Sep –09 Nov 2019		High Season 02 June –28 Sep 2019		EnSuite Bedroom / Bathroom  +Supplement Per Week Per Person
	Twin Room Sharing–  per person per week	Single Room -  per person per week	Twin Room Sharing–  per person per week	Single Room -  per person per week	Twin Room Sharing–  per person per week	Single Room -  per person per week	
<b>Self Catering Apartments Residence (Sharing Apartment) Fully Air- conditioned Wifi</b>	€200.00	€300.00	€240.00	€340.00	€345.00	€445.00	Ensuite Private Bathroom + extra €25.00 per person per week
<b>Inhouse Residence Bed &amp; Breakfast Fully Air - Conditioned Wifi</b>	€250.00	€350.00	€285.00	€385.00	€355.00	€455.00	Included
<b>Host Family Half Board / Shared Bath- room  ( Private Bathroom) + Supplement per week</b>	€205.00	€275.00  (+€100.00)	€205.00	€275.00  (+€100.00)	€270.00	€340.00  (+€75.00)	-
+Special Diet Request Supplement +€50.00 per week							
<b>Hotel 3 Star ** Bed &amp; Breakfast</b>	€255.00	€485.00	€485.00	€770.00	€550.00	€980.00	Included
<b>Hotel 4 Star **** Bed &amp; Breakfast</b>	€285.00	€540.00	€540.00	€980.00	€635.00	€1200.00	Included

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Accommodation Rates are priced per week which includes 6 or 7 nights. Daily supplements apply for stays of more than 7 nights / week. Rates in the Residences and Homestays include the Environment Tax. This tax must be paid directly to the hotels on arrival. Accommodation in Homestays is offered on a Half-Board basis including breakfast and dinner daily. A supplement of Euro 50.00 per week will apply for any requests for a special diet of any kind such as coeliac, gluten-free or lactose-free, or any other similar request.