



TEACHING BUSINESS ENGLISH COURSE

This course is a must for any new business English teacher and if you think you will enjoy teaching on a one-to-one basis.

It is for existing EFL teachers who want to enhance their career and learn more about this specialised area of Teaching Business English. You should already hold a TEFL certificate or have some experience in teaching EFL.

The course is written by EFL professionals with a wealth of experience in planning and delivering practical Business English classes. It takes you through everything you need to know about teaching one-to-one, different teaching techniques and business based activities and how to implement everything you have learned into a real teaching situation. You will also learn how to create tailor-made lessons for your business students. There is also a section on using the Internet and IT in the classroom, as well as links to useful websites where you can find resources for teaching Business English. The course includes about 30 hours of study and usually takes around 4 to 6 weeks to complete. However, as you can work at your own pace we allow up to 6 months and as it is via email, it can be completed anywhere. If you need longer than 6 months you can get an extension for a cost of £45.

What will I get?

When you enrol, you will receive an email with attached documents. One will be your module/study booklet and one will be your answer booklet which you complete in Word and send back via email. There is also a document to read before you start. It gives you advice on how to go about completing the course, for example how to manage your study time and what time of day may be best for you to study. It also gives you an overview of what you will be required to do throughout the course and what topics will be covered (how to teach Business English). This document also highlights there is a tutor on hand who you can email any questions to if you get stuck. This tutor will also give you feedback on your work. You will also receive a free course book and a CD ROM which offer extra information on particular sections of the course booklet.





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Course Contents

The following areas are all covered in depth with potential areas for further research detailed after each section:

Teaching Business English - An Introduction
- What is Business English?

An Introduction to Teaching One-to-One
- Why our students request 1-1 classes
- Motivation
- Materials for your Classes
- Tips for Successful One-to-One Teaching

Teaching the Basic Skills for English
- Speaking, Listening, Reading and Writing Functional Business English
- Telephoning, Social English, the Language of Meetings, Negotiation

Basic Syllabus and Course Design - An Introduction
- Course Book Resources
- Your Own Materials
- A Basic Business Course Outline
- Staging Lessons within a Course Design
- Framework

Information Technology and the World Wide Web
- Integrated Face-to-Face and
Computer-based EFL Courses
- Learning English via Internet or by Telephone
- New Horizons and EFL Opportunities
- Internet Resources and Materials Providers
- Going it Alone

Exam Questions





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Assessment

The assessment consists of 6 questions, relating to specific sections of the study booklet which you complete throughout the course with an exam question at the end. Your personal tutor will mark your answers out of 100 and convert it into a grade; A, B or Pass. You need to get at least 50% to pass the course. On successful completion you will receive the English Teaching Business English Foundation Certificate.

Remember, if you get stuck at any point during the course, your personal tutor is just an email or phone call away.

Price: £139.99

Format: PDF and Email

How to book: You can apply online at UK-TEFL.com or call one of our advisors on 0871 222 1231. We accept all major debit/ credit cards.

Contact UK-TEFL 0871 222 1231 or e-mail us: info@uk-tefl.com

