

Course Description

This course will combine General English development tasks with teaching input on elements of vocabulary and structures for use by administrative staff working at a Higher Education Institute. Participants will get the opportunity to actively practice using the target language in engaging activities and tasks. Participants will also have the opportunity to learn about elements of Irish Culture and become familiar with the host university, NUI Galway.

Learning activities include describing and evaluating processes, educational trends and products offered by HEIs, discussing merits and drawbacks of certain approaches, negotiating agreements, dealing with misunderstandings, describing experiences of problem solving, carrying out an interview and making a short presentation. There will also be various opportunities for participants to practise writing relevant to their own work and interests.

Sample Timetable

Day	AM	PM
Monday	<p>Introductions, small talk, asking questions. On the phone – Listening and responding – Common phrases for use at work</p> <p>Addressing your own English language difficulties – Developing learning strategies, – Using technology to learn the language</p>	<p>The language of meetings Group Task: facilitating, participating, keeping it going</p> <p>➤ Walking Tour of Galway City</p>
Tuesday	<p>Speaking – Effectively participating in discussions: Functional language, e.g. disagreeing, follow-up questions, giving justifications</p> <p>Writing – Email a proposal Summarising longer texts for reports, focus on clarity and conciseness</p>	<p>The language of product description Group Task: Developing a product or service</p> <p>Culture: Irish Traditional Music</p>
Wednesday	<p>Description and Explanation: Processes, trends, details vs the big picture</p> <p>Writing: Description of a trend; Using idiomatic language</p>	<p>The language of promotion Group Task: Presenting a pitch for your service / product</p> <p>➤ Presentation NUI Galway Department Visit</p>
Thursday	<p>Dealing with conflict: Diplomatic language, hedging expressions</p> <p>Writing: Email in response to a complaint Preparing to present information and arguments</p>	<p>The language of interviews Group Task: Selecting the right person for the position</p>
Friday	<p>Speaking: Making a short presentation Signposting expressions, supporting claims with testimony and exemplification Clarity of pronunciation, being emphatic Dealing with awkward questions.</p>	<p>The language of negotiations Group Task: Coming to a decision</p> <p>➤ Course Review</p>