

English for Business Communication

The course is intended as an opportunity for intermediate-level students to develop confidence and fluency in five key communication contexts: socialising, telephoning, presenting information, participating in meetings and handling negotiations. The course has twin aims: improving communication technique and developing and consolidating the target language appropriate to the above communication contexts. A further key aim is the development of effective learning strategies for both language and communication skills. The teacher's role in this is critical. It is important that certain principles are upheld, such as the need for preparation of communication tasks, the importance of practice, and the need for linking the teaching objectives with perceived professional needs. The students should be encouraged to reflect on their own performance, to identify ways in which it can be improved, and to monitor both the accuracy of their language and the effectiveness of their communication skills. The course is primarily geared towards improving speaking and listening skills, though reading and writing tasks are also included. Part of the method for the development of fluency and confidence in speaking is the importance of involving students in as much discussion as possible.

Start: Friday, 12th October 2023, 12 to 1 pm.

Costs: SFr. 400.— excl. course material (16 x 1 hour)

Place: TSGET, Schneebergstrasse 53, 9000 St. Gallen