

## WORLD OF WORK



### SUMMARY

Participants will improve their business communication skills and learn how to communicate confidently and effectively by using English in a variety of situations. They will also learn how to successfully apply for jobs, and understand how the modern workplace works.

### ENGLISH LESSONS

We provide 15 hours per week of task-led lessons which will enable students to express themselves effectively in English. This will ensure that in the future you can write a report or give a presentation with confidence. Teaching materials have been designed exclusively for Stafford House with a focus on communication through listening and speaking. We also develop students' study skills, to encourage independent learning and prepare students for their future language development. Thorough and regular testing ensures that students are placed at the correct level and that progress is clearly tracked. Students can choose from General English and a number of specialist subjects – please see the next page for more details. 15 hours are included; additional lessons/workshops can be booked for a small supplement.



### WORLD OF WORK WORKSHOPS

We provide 2 workshops per week (of 3 hours each) on a variety of topics related to the World of Work. Our most popular workshops focus on CV writing, applying for jobs, and workplace communication.

### EXCURSIONS AND VISITS

We include one full-day excursion and 3 local visits per week. One of the local visits will have a specific World of Work focus, such as a seminar at Metro Bank or the Bank of England Museum, or a University Tour. Stafford House will inform you which World of Work visits are available for the location/dates that your group is staying. The other excursion/visits will include walking tours where students can practice their listening and speaking skills, and they will usually have some project work to complete during those trips as well. If you would like the other excursion/visits to have more of an academic/work focus, please ask us and we'll let you know what is possible.



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**DURATION:** 1–2 WEEKS

**DATES:** ALL YEAR (EXCEPT JULY)

**LOCATION:** BRIGHTON / CAMBRIDGE /

CANTERBURY / LONDON / SOUTHEND

/ ST ALBANS

**MINIMUM NUMBER OF STUDENTS:** 10

**MINIMUM AGE:** 14 YEARS

**MINIMUM ENGLISH LEVEL:**

PRE-INTERMEDIATE

**CERTIFIED HOURS:** 30 HOURS





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## ACADEMIC PROGRAMME ▼

### ARCHITECTURE

Britain's historic cities provide the perfect backdrop to focus on English for architecture. These workshops will focus on developing key terms and vocabulary used in the industry. Students will also complete a project comparing the architecture in their home town to that in the city they are visiting.

### GENERAL ENGLISH

Our core classes integrate the four key skills (reading, writing, listening and speaking) with the key areas of grammar, vocabulary and critical thinking. Students will be given the opportunity to improve both their fluency and accuracy in a communicative environment. Topics will cover a wide range of areas from music and film to customs and habits and fame and fortune.

### GREEN ECONOMY

Reducing environmental risk and protecting world ecology are two of the most prevalent socio-political issues of the 21st century. Students will watch TED Talks about initiatives such as Boyan Slat's "Ocean Clean-up" and debate their potential effectiveness. They will also look at ways that they can take small steps to improve the sustainability of the environment that they live and learn in. This workshop will culminate in a multi-media student-led presentation for their classmates, teachers and group leaders.

### HUMAN RESOURCES

This option will include a visit to the Stafford House Recruitment Office where students will learn how their teachers and activity leaders are recruited. Groups will also look at salary and benefits collocations and the key motivating factors for employees. Participants will then be given the opportunity to role-play a number of work-based situations which will enable them to practice both their active listening and fluency skills.

### JOURNALISM

These sessions will take a brief look at the different types of journalism including: print, broadcast and multimedia. Students will be able to analyse hard news, editorial and features, and look at the way in which language is used to grab and maintain reader interest. Groups will also look into investigative research and interview techniques, learning how to pose effective questions and use quotes. Students will also explore the areas of team work, voice inflection and facial expressions when presenting a successful news broadcast.

### MONEY AND FINANCE

Finance is an area which spans the majority of modern industries and is a component in most job roles. This workshop will provide students with the confidence to present numerical data in both written and spoken form. Groups will also look at what services banks offer, why we use them and how they make money.

### SALES AND MARKETING

During these practical and dynamic workshops students will look into the areas of market research, strategy development and segmentation. They will develop, brand and market their own product, and look into the advantages and disadvantages of the various methods of promotion available. Students will work on delivering an effective sales pitch and ways in which to utilise the language of persuasion and promotion.

### TRAVEL AND TOURISM

Our specially designed workshops have been carefully selected to look at two very different elements of the tourist industry. The first will explore the way in which tourism is marketed and how language is manipulated to describe destinations. Practical tasks will allow students to create their own marketing campaign for a destination of their choice. The second will focus on the impact of tourism on the environment, local heritage and the economy, as well as society, migration and employment.





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### WORLD OF WORK WORKSHOPS ▼

#### DEVELOP YOUR PROSPECTS AND SELL YOURSELF!

By the end of the course students will have created a professional Curriculum Vitae and covering letter which can be used straight away in any commercial environment.

Tutors will help learners to build their CV and provide them with tips on how to prioritise information and be concise.

We will help students to use language that will impress potential employers and avoid making errors in spelling and grammar.

Students will learn phrases to promote themselves and use language to best describe their skills and experiences

#### THE INTERVIEW PROCESS

Students will have the opportunity to explore the dos and don'ts of a successful interview.

We will provide a number of standard interview questions and discuss strategies for answering them.

There will be opportunities to observe a variety of different types of interview and assess their effectiveness.

All students will take part in a practice interview for a role of their choice and receive tips and feedback on how to improve their techniques

#### EFFECTIVE COMMUNICATION IN THE WORKPLACE

This workshop will focus on the different types of communication required in a modern business environment.

Emails: Formal and informal writing, scanning and skimming for information, writing quickly to a fixed format.

Report writing: Develop workplace vocabulary and experiment with report structures, using existing reports as case studies.

Presentations: Feel confident when giving presentations and during meeting with colleagues, identify positive features of a presentation, explore language for signposting and linking themes

This module will allow students to focus on their main area of interest and produce a written or verbal extended project.

#### RULES, REGULATIONS AND PROTOCOL OF WORKING IN BRITAIN

This session will look at the practical elements of working in the UK, including areas such as: Professionalism in the workplace: dress code, hierarchy

Office jargon: how to fit in to an office environment and get to know colleagues

Employment law: equality act, discrimination, contracts

Workers' rights: contracts, working conditions, pay

Students will observe and take part in role plays that will allow them to decide how they would react to work place scenarios.

Case studies will provide students will real examples of office environment situations that they may face in the future.

#### WORLD OF WORK VISITS

1 local visit per week: destinations depend on location and availability.  
Examples of companies may include:





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## SAMPLE PROGRAMME ▼

	Morning	Afternoon	Evening
<b>Sunday</b>	Arrival, Induction and Local Orientation		Evening with Host Family or Group Leader
<b>Monday</b>	Placement Test & Induction Lesson (3 hours)	Walking Tour of Local Area (2 hours)	Evening with Host Family or Group Leader
<b>Tuesday</b>	English Lessons (3 hours)	'The World of Work' Workshop (3 hours)	Welcome Party
<b>Wednesday</b>	English Lessons (3 hours)	'World of Work' Visit e.g. Metro Bank (2 hours)	Evening with Host Family or Group Leader
<b>Thursday</b>	English Lessons (3 hours)	'The World of Work' Workshop (3 hours)	Social Evening
<b>Friday</b>	English Lessons (3 hours)	Local Visit e.g. museum or attraction (2 hours)	Evening with Host Family or Group Leader
<b>Saturday</b>	Full Day Excursion e.g. London & Walking Tour (academic input: minimum 3 hours)		Evening with Host Family or Group Leader
<b>Sunday</b>	Departure		

## SAMPLE CERTIFICATES ►

Certificates will clearly state the number of programme hours

