

English at work for professionals

English at work is a new short course created by the UM Language Centre aimed at professionals who would like to become more confident in communicating in English in an international workplace. The course starts in June 2023 and has 5 two-hour sessions. Lessons take place at the city campus location and you need a minimal level of B2 to participate.

Content of this course:

This course consists of five two-hour sessions, which target essential language functions at work including the following:

- **Social English:** How to make small talk, start and finish conversations and show interest in others' contributions.
- **Constructive discussions:** How to give your opinions, agree and disagree with teammates respectfully.
- **Emailing:** How to write effective emails in formal and informal situations. Intercultural differences in written communication styles will be discussed. Personalized feedback on participants' writing will be provided.
- **Dealing with sensitive situations:** How to manage complaints using diplomatic language. Intercultural differences in such situations will be reflected on.
- **Managing people:** How to request action, take action and communicate deadlines.
- **Presenting:** How to deliver a work-related presentation more confidently using the most effective presentation structure, language, body language, visuals and slides. Participants will prepare and deliver their own presentation and receive personalized feedback from the tutor.

Each session is delivered in workshop-style ensuring of opportunities to work in groups under the guidance of the highly experienced business English tutor.

Registration and Intake

Admission requirements: English language level B2 minimum. This course is designed for participants with a B2 level or above in order to fully benefit from the course. We will organize intakes and with prospective participants where this is needed. If you are not sure of your current level, please contact us for an intake. We recommend participants attend all 5 sessions in order to get the full benefit of the activities. If you cannot attend more than one of the sessions, please let us know at registration.

Certificate

Participants will receive a certificate of attendance on completing the course

[Registration form](#)