

ENGLISH FOR PROFESSIONAL COMMUNICATION

A course for upper intermediate English learners focusing on the communication skills required for professional interactions in an education context.

Course Outline

This course is designed to develop your ability to communicate effectively through English in the international workplace. Modules on writing emails, conducting meetings and preparing presentations will help you to confidently network through English across various media with international colleagues, teams or clients. Working collaboratively with a range of resources, our experienced trainers aim to give you renewed confidence using English in your professional life.

COURSE OBJECTIVES

Overall objectives of the mobility

- Increase confidence when working with international students, teams or clients in English.
- Create memorable short presentations on areas related to your role or interests.
- Gain insights on emailing effectively to save time when corresponding.
- Meet others in similar roles and share knowledge on dealing with cultural differences.
- Gather resources to aid you in your day-to-day role and language goals.

ENGLISH FOR PROFESSIONAL COMMUNICATION



Erasmus+

Added value of the mobility

The course equips participants to communicate more fluently and accurately in English, enhancing their ability to perform effectively in an international context and improving the experience of colleagues and clients with whom they are required to interact in English.

Activities to be carried out

- Interactive teaching combining individual and group work – brainstorming, analysis, problem-solving and role-play to encourage practice and fluency.
- Project based learning - research, prepare and deliver a short presentation
- Exchange of professional knowledge with fellow participants.
- Cultural and Heritage Trips as a chaperoned group

Expected outcomes and impact

The course provides a professional development opportunity for participants to improve the English skills required in their workplace. The focus is on activities typical in Education institutions and participants are invited to share knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting and meeting contacts to cultivate beyond the course are further positive outcomes.

Cultural Programme

The courses are delivered at Atlantic Centre of Education in Galway on Ireland's 'Wild Atlantic' Coast, and participants will have ample opportunity to learn about the cultural heritage of both Ireland and the local area. The week-long programme includes a full-day cultural tour to a local area of scenic and heritage value, a guided historical walking tour of Galway city, and afternoon social and cultural activities. Our staff are happy to suggest other tours and events to enjoy during your stay in Galway.

Suitable for:

Administrators, educators, and professionals who need English to deal with business partners and colleagues

Atlantic Centre of Education
john.daly@atlantic.ac
atlanticlanguage.com
Fairgreen Road, H91 AXK8,
Galway, Ireland
ERS OID: E10256058

**Minimum Level
of English**

B2 (CEFR)

Certificate

Certification of
Participation
and Attendance

Certification of Participation and Attendance

Programme Length

5 days of tuition
(Monday to Friday)
+ 1 full-day activity
25 hours

**Documentation
provided**

STT Invitation
letter, Europass,
Work Plan (on
request),
Certificate

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SAMPLE TIMETABLE

Morning: 9.30-12.30 Afternoon: 1.30-3.00

Afternoon: 1.30-3.00

Monday

Getting to Know You

Welcome Class & Tour of Atlantic.

Icebreakers & needs analysis and goal setting

Introductions + first time meetings

Networking & Relationship building

Networking & Relationship building

Tuesday

Perfecting Presentations

A step-by-step guide to structuring a lively and dynamic presentation

Preparing for challenging questions.

Additional tools to enhance your presentation

Additional tools to enhance your presentation

Wednesday

Designing Effective Emails

Review your current writing style and refine it.

Learning new phrases to speed up correspondence.

Focus on register, tone and nuance when communicating with new or regular contacts.

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Thursday

Key Communication Skills

- Participating in international meetings online and in person.
- Diplomatic language for cross-cultural negotiations.
- Giving & receiving feedback

Giving & receiving feedback

Friday

Presentations and Feedback

Peer Presentations. Reflection and Review.

Course Overview & Self-Assessment

Self-Study Resources and Next Steps

Self-Study Resources and Next Steps

LUNCH BREAK				
Erasmus Workshop	Erasmus Workshop	Erasmus Workshop	Erasmus Workshop	Erasmus Workshop
English Language & Irish Culture	eg. Speaking Skills & Pronunciation	eg. Learn English through Music	Museum Visit	Phrasal Verbs & Idioms
Walking tour of Galway	Pub Social Evening		suggested timetable only, actual content may vary	

Walking tour of Galway

Pub Social Evening

eg. Learn English through Music

Museum Visit

Phrasal Verbs & Idioms

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Sunday

Full-Day Tour to Wild Atlantic Way

Possible tours include:

- Cliffs of Moher** (throughout the year)
- Connemara** (from May to October)
- Aran Islands** (from May to October)

Aran Islands (from May to October)

2026 COURSE DATES

[illegible]