ENGLISH FOR THE EDUCATIONAL WORKPLACE

A course for intermediate English learners designed to help you with the many professional situations when you need to use English in your workplace.

Course Outline

English for the Educational Workplace is an intensive professional training course for learners with a B1 level of English. It aims to equip participants to effectively manage day-to-day interactions requiring English language skills. Participants gain skills to communicate with peers, students, managers and external stakeholders with confidence and accuracy. This course will refresh key English grammar and vocabulary while practising the language skills needed to manage familiar professional situations.

COURSE OBJECTIVES

Overall objectives of the mobility

- Acquire the English language skills needed to operate effectively in an internationalised educational working environment.
- Practice communication skills such as writing emails and reports, giving presentations, and speaking on the phone.
- Develop fluency through discussions and role play.
- Gain a better understanding of English usage in different professional contexts.



BOOK NOW>

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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 stakeholders with whom they are required to interact in English.

Activities to be carried out

- Interactive teaching with teacher-led sessions, individual and group work brainstorming, analysis, problem-solving and role-play to encourage practice and fluency.
- Exchange of professional knowledge with fellow participants.
- Cultural activities as a chaperoned group.

Expected outcomes and impact

The course provides a professional development opportunity for participants to improve the English skills required for effective communication in a work context. 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:

Administrative staff working in Higher Education who wish to use English in their role more confidently.

Minimum Level of English

B2 (CEFR)

Certificate

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

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



SAMPLE TIMETABLE

Morning: 9.30-12.30

Afternoon: 1.30-3.00

Monday

Introductions

Welcome Class & Tour of Atlantic

Icebreakers, needs analysis and goal setting

Essentials of Interpersonal Communication

Language Focus:

Verbs for Polite Requests & Offers

Tuesday

Essentials of Public Speaking

Structuring
Language +
Non-Verbal
Communication

Gaining confidence in presenting

Language Focus:

Tense Review for Clarity & Accuracy

Wednesday

Essentials ofWriting

Communicating clearly & accurately in written correspondence

Adapting levels of formality in daily communications

Language Focus:

Complex Structures & Using Cautious Language

Thursday

Essentials of Intercultural Competence

Direct & Indirect Communication Styles

Cultural Differences in International Teams

Language Focus:

Conditional
Sentences for
possible outcomes.

Friday

Presentations and Feedback

Mini Peer Presentations.

Reflection and Review

Course Overview & Assessment.

Class Resources + Next Steps.

LUNCH BREAK

Erasmus Workshop

English Language & Irish Culture

Walking tour of Galway

Erasmus Workshop

eg. Speaking Skills & Pronunciation

Pub Social Evening

Erasmus Workshop

eg. Learn English through Music

Erasmus Workshop

Museum Visit

Erasmus Workshop

Phrasal Verbs & Idioms

suggested timetable only, actual content may vary

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)

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2026 COURSE DATES

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
12-16 26-30	09-13 23-27	09-13 23-27	06-10 20-24	04-08 18-22	01-05 15-19	06-10 20-24	03-07 17-21	07-11 21-25	05-09 19-23	09-13 23-27	07-11