

ELEMENTARY ENGLISH COURSE PROGRAMME

This course is aimed at all those participants who are still having trouble working and communicating in English on the job. Students will improve listening, written and spoken skills through practical activities based on communication activities. This brief summary of contents is aimed at describing the main areas that will be dealt with during the course. The main goals of the course are:

1. Presentation skills introducing oneself, talking about one's job.
2. Managing elementary social activities such as greetings, talking about one's interests and hobbies.
3. Basic phoning skills coping with requests and dealing with first requests of clients (asking for information, giving information, leaving messages and referring to people about incoming requests).
4. Writing basic correspondence: formal/informal emails.
5. Managing survival English in different environments (social English, Business English...).
6. Reading skills: students will be able to read correspondence and basic work material such as memos, reports and will be able to reply to basic messages.
7. Grammar: talking about the present, past and future: present simple, present progressive, past simple, past progressive, future forms (will/going to, infinitive and progressive forms).
8. Auxiliary verbs affirmative, negative and interrogative sentences and structures.
9. Modal verbs and more complex question forms (open questions).
10. Listening skills gist and inferring the general sense of communication managing native English speakers and interacting with them.
11. Basic phrasal verbs and idiomatic structures.