



HUMANIDADES  
• Línguas e literaturas estrangeiras

ENGLISH	ENGLISH TRAINING COURSE
	AGEPOR

<b>PARTICIPANTS</b>
Professionals working in Shipping

## Course Characteristics

<b>Training modality</b>	Vocational
<b>Type of training</b>	Classroom teaching + Tutored lessons
<b>Target public</b>	Professionals of shipping sector
<b>Level</b>	A2
<b>Number of hours</b>	32 hours (24h classroom teaching + 8h tutored e-learning)
<b>Training period</b>	
<b>Teacher</b>	
<b>Coordinator</b>	Véronique Govin

## Pre-requisites

Students understand phrases and everyday vocabulary related to areas of personal interest. They can communicate in a simple way in a social environment using a limited set of phrases related to everyday concrete situations. They understand short, simple texts on familiar matters of a concrete type, which consist of high frequency everyday or job-related language. They can write short, simple notes and messages relating to their private and working environment.

## General objectives

### Enable students to acquire the necessary skills in order to:

- ♦ understand phrases and everyday vocabulary related to shipping;
- ♦ communicate using appropriate phrases related to everyday professional situations;
- ♦ use a series of phrases and sentences to describe people, processes and routines;
- ♦ find and understand relevant information in everyday material such as reports and official documents;
- ♦ write texts (e-mails, presentations etc.) which pass on factual information.

## Specific objectives

Welcoming visitors: introduce oneself and others
Describing job responsibilities and company departments
Describing equipment and processes
Exchanging information
Using specific company terms and expressions
Giving orders
Talking about past events and future plans
Giving explanations and reasons
Dealing with numbers (figures and prices)
Dealing with enquiries and complaints
Making arrangements and appointments
Making comparisons (products/services/companies)
Talking about hypothetical situation and making predictions
Participating in meetings
Asking for and giving opinion and advice
Describing places, asking for and giving directions
Dealing with office communication: writing e-mails and replying to an e-mail
Communicating on the phone: answering a call, transferring a call, taking and leaving a message

## Contents

<b>Grammar</b>
Verb tenses
Question words
Adverbs
Adjectives, Comparatives and Superlatives
Demonstratives and Possessives
Nouns and pronouns

## Vocabulary

Work: types of jobs and job functions/responsibilities
Numbers, Measurements and Prices
Time and time expressions
Places
Adjectives to describe products and services
Daily activities and routines at work
Products and services
Verbs to describe processes
Words and expressions related to Shipping Transportation and Logistics
Linking words and phrases
Words and phrases for participating in meetings
Language for making appointments
Telephone expressions
E-mail and website terms
Abbreviations and acronyms

## Tasks to be performed by students along the course

### Individual Tasks

Online <b>exercises</b> with automatic feedback (grammar, vocabulary and communication)
Online <b>assignments (e-mails)</b> with teacher's customised feedback

### Group Projects

Students will be creating a <b>professional technical online glossary</b> to be used at work after the training course
Students will be preparing a final <b>presentation</b> on a professional matter to be delivered in class

## Teaching methods

- Directive: explanatory
- Non-directive: interrogative and active

## Teaching techniques

### Visual

- ◆ whiteboard
- ◆ hand-outs
- ◆ course books

### Listening

- ◆ CD player
- ◆ CD's

### Computer

- ◆ Computer
- ◆ Internet

## Assessment

- ◆ Diagnostic assessment:
  - questionnaire
  - level of language performance test (oral and written)
  - self-assessment
- ◆ End of course assessment:
  - satisfaction evaluation: end of course assessment questionnaire
  - assessment of competences: final test and teacher's report

**Date: 11 / 01 / 2018**