English for Engineers

Helping Engineers to communicate effectively in English

WWW.BUSINESSCLASS.CH
INFO@BUSINESSCLASS.CH

Course Summary

This course develops your ability to explain, discuss and advise; to participate effectively in meetings; to make technical presentations. When talking with colleagues clarity and precision will be key requirements; when talking with clients it may also be important to simplify and to avoid technical language. This course covers both these situations and includes work on handling technical drawings. Each course is uniquely designed around the particular needs of its participants but a typical course programme is attached. Course content would often include issues around quality control and management, various technologies, technical equipment, materials, feasibility studies, IT etc.

Benefits

By the end of the course you will be able to:

- communicate more confidently
- speak more accurately and fluently
- participate more successfully in meetings
- improve your written English including emails
- expand your professional vocabulary
- improve your understanding of grammar
- socialise and network with greater confidence
- work successfully in a cross-cultural environment

In addition to the benefits outlined above, you will be able to express yourself with precision and clarity on technical matters, liaise with colleagues, manufacturers, sub-contractors and clients, and make presentations on technical subjects with more confidence.

Course Content

The course is designed to develop participants' language and communication skills in a professional context. The course focuses on active speaking and writing skills and communication strategies. In order to provide a framework for the course, language areas may include:

- Expressing technical data accurately
- Describing processes and procedures
- Explaining cause and effect
- Presenting key facts and figures
- Demonstrating and giving clear instructions
- Referring to technical drawings and charts
- Problem-solving, advising and consultancy
- Costing and budgeting
- Project management
- Client relations

BOA LINGUA AG

BERATUNGS- UND BUCHUNGSSTELLE FÜR SPRACHAUFENTHALTE

HEAD OFFICE
GUBELSTRASSE 15
6304 ZUG
041 726 86 96

SCHÜTZENGASSE 23
8001 ZÜRICH
044 211 12 32

SPEICHERGASSE 39
3011 BERN
031 318 44 04

KRAMGASSE 5
6004 LUZERN
041 220 11 11

NEUGASSE 51
9000 ST. GALLEN
071 223 81 00

GRABENSTRASSE 9
7002 CHUR
081 252 66 88

Boa Lingua - Sprachaufenthalte BusinessClass ist ein Produkt der Boa Lingua AG, Zug.

REISEGARANTIE
SALTA

The key language skills and communication strategies you will learn in the course include:

- effective communication skills for meetings and negotiations
- effective participation in discussions
- giving presentations
- persuading and compromising
- summarising
- written communication including email, reports and formal letters
- effective telephoning skills
- hosting visits, socialising, meeting and greeting
- making proposals, offers, suggestions
- opening/closing meetings

When professional people are speaking with their counterparts, discussion often turns to broader matters. The course reflects this with practice in the context of a range of topical issues such as: current affairs

- social, political and environmental issues
- political systems and developments
- written communication including email, reports and formal letters
- effective telephoning skills
- hosting visits, socialising, meeting and greeting
- making proposals, offers, suggestions
- opening/closing meetings

Professional hospitality, entertaining visitors and handling social situations are important for many professional people. Areas covered include:

- meeting and greeting
- dealing with enquiries and offering advice
- arranging and cancelling appointments/social engagements
- travel arrangements, bookings and reservations
- giving and understanding directions
- restaurants and pubs
- small talk

We offer the following course modules:

London: 1-week English for Engineers
(25 lessons / week. Monday – Friday 9.00 – 12.30 and 13.45 – 16.00).

Brighton: 2-weeks English for Engineers
(30 lessons / week. Monday – Friday 9.00 – 12.20 and 13.00 – 14.30).

WWW.BUSINESSCLASS.CH
INFO@BUSINESSCLASS.CH

BOA LINGUA AG

BERATUNGS- UND BUCHUNGSSTELLE FÜR SPRACHAUFENTHALTE

HEAD OFFICE
GUBELSTRASSE 15
6304 ZUG
041 726 86 96

SCHÜTZENGASSE 23
8001 ZÜRICH
044 211 12 32

SPEICHERGASSE 39
3011 BERN
031 318 44 04

KRAMGASSE 5
6004 LUZERN
041 220 11 11

NEUGASSE 51
9000 ST. GALLEN
071 223 81 00

GRABENSTRASSE 9
7002 CHUR
081 252 66 88

Boa Lingua - Sprachaufenthalte BusinessClass ist ein Produkt der Boa Lingua AG, Zug.

REISEGARANTIE
SALTA

Key Facts

- intensive programmes
- participants must have relevant experience
- group size maximum 8
- minimum age 23 (London); 21 (Brighton)
- Brighton: 2 weeks course. 30 lessons of 45 minutes each
- London: 1 week course, 25 lessons of 60 minutes each
- intermediate level of English (B1/B2) or above
- fixed start dates

WWW.BUSINESSCLASS.CH
INFO@BUSINESSCLASS.CH

BOA LINGUA AG

BERATUNGS- UND
BUCHUNGSSTELLE FÜR
SPRACHAUFENTHALTE

HEAD OFFICE
GUBELSTRASSE 15
6304 ZUG
041 726 86 96

SCHÜTZENGASSE 23
8001 ZÜRICH
044 211 12 32

SPEICHERGASSE 39
3011 BERN
031 318 44 04

KRAMGASSE 5
6004 LUZERN
041 220 11 11

NEUGASSE 51
9000 ST. GALLEN
071 223 81 00

GRABENSTRASSE 9
7002 CHUR
081 252 66 88

Boa Lingua -
Sprachaufenthalte
BusinessClass
ist ein Produkt der
Boa Lingua AG, Zug.

REISEGARANTIE
SALTA