



THE AGA KHAN UNIVERSITY

Network of English Language Enhancement

COURSE SPECIFICATION

Name of the course

English for Work - B1 (Online)

Course description

This course will focus on developing your skills to cope better with using English for Occupational Purposes. The main aim of the course is to provide you with a language-rich environment in order to develop your skills in English for work-related situations.

The course content will focus on the communication skills by involving you in work-related situations.

Your course tutor will provide feedback on the strengths and weaknesses of your English and give individual guidance on how you can improve further.

This course is aimed at AKU staff members who have [B1 level of English on the CEFR](#). The B1 level represents an intermediate standard of language proficiency.

This is a self-study course and you will be expected to commit to **4 hours of online learning weekly for sixteen weeks**.

Course rationale

In today's highly competitive world, there is a strong demand for more effective communication in the workplace. At AKU, English is the language that is expected to be used in many everyday work-related situations. However, this can be challenging as English is not the first language for the vast majority of AKU staff. As a result, many colleagues lack the confidence to use English in work-related situations, especially when giving presentations and interacting with colleagues and clients. This hinders them in their work at AKU and limits their career prospects.

This course aims to help AKU staff improve their English language skills for work purposes and enhance their career prospects.

Learning outcomes

On successful completion of this course, at a B1 level, you will be able to:

- introduce yourself to colleagues and describe a problem to them
- present yourself in a meeting and give a presentation
- prepare job related documents and answer questions during an interview
- give a verbal report on an event (conference, meeting etc)

Course structure and content

You will be expected to commit to studying **4 hours a week online**.

You will learn through web-based teaching materials and interactive activities.

Course materials focus on three different workplace contexts:

- Entering the workplace: applying for jobs, preparing for an interview,
- In the workplace: interacting in the workplace, meetings, presentations (including informal settings and socialising outside the workplace) and
- Facing the public: describing products and services, interacting with clients and customers.

Text for course material taken from British Council LearnEnglish Select course: <http://www.britishcouncil.mu/english/online/courses/select>

Course delivery

This is an online course. This means that there will be no face-to-face classroom teaching and it will be delivered using the British Council LearnEnglish Select (a self-access online English course for the workplace and employability). The online course enables you to study at a time and place convenient to you.

Course assessment

To be eligible for a Certificate of Completion and British Council Course Certificate, you must complete at least 80% of the online activities and take the modular tests.

Course evaluation

You will be asked to share your experience of the course by completing an online end-of-course survey. ELE_net will use your responses to identify the strengths and weaknesses of the course. The success of the course will be measured by the activity levels of course participants so your participation will be closely monitored and reported on.

Course participant agreement

You can expect ELE_net to:

- provide clear information about your course and about our expectations of what you need to do in order to complete the course successfully
- provide high standards of teaching, support and guidance in order to complete this course and enhance your English language skills
- monitor your progress and provide feedback on your performance and level in a timely manner
- ask for your feedback on the course

ELE_net expects you to:

- take responsibility for your own learning
- actively participate in your course, ensuring you spend the required time in weekly private study
- complete coursework and submit assignments by the stated deadlines
- participate in feedback activities designed to enhance the quality of the course