

TEACHING BUSINESS AND LEGAL ENGLISH

Class activities:

We will work a bit on assessing needs and designing courses for ESP learners in different situations:

1. You have just started work as a business English teacher in a university which specializes in business studies. Your students expect to graduate after 3-4 years with a qualification that will enable them to enter companies at a management level. Your department head has asked you to make a presentation about the content of the course you will be running. What information do you need before you can make the presentation?
2. A French lawyer phones you and asks for 1-to-1 training. She wants to prepare for meetings which she will have with a client in New York. She sounded quite fluent on the phone, but you only spoke for a few minutes. Prepare your first meeting with her.
3. You work for a small language school which runs courses in legal English. You have just been told that you are to substitute a colleague who is going on holiday for three months. You know that the class consists of 12 learners from different companies. What will you ask him before he leaves?
4. Salvatore, Bettina, and Gianni all work in the same company. Salvatore (aged 54) is the manager of a sales department. Bettina (aged 33) is a management accountant who specializes in advising managers on financial issues. Gianni (aged 37) is the manager of the human resources department. They all had English lessons at school, and they can all function perfectly well in most of the business situations where they need to use English. However, they have just been told that they are to be sent to Chile for a six-month period, to work for a new project. They have come to you for training. What additional information would you like to have, before you can advise them?

Now, outline the correspondent courses in the terms you consider most appropriate.