

ESOL- WORK SKILLS (LOWER)

Subject Area

ESOL

Course Summary

This is an online only, short, 10-week course to help ESOL Entry 1 to Entry 2 learners at work. The material for the course can be discussed, but will cover vocabulary used at work, greetings, using the telephone, asking questions and understanding instructions; giving messages to other people; understanding job adverts; letter writing; sending and receiving emails with attachments. A tutor will deliver the classes on Skype or Microsoft Teams on a fixed day every week. You will attend each online session, and work on your own doing work at home outside of your class time using our online class page and other individual web-based learning.

What Is The Course About?

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For The Session/s You Will Need:

Your own computer, laptop, or tablet with good internet access, Smartphone. You will need to know how to use Moodle class pages, use Skype or Microsoft Teams. If you cannot do these let us know at enrolment and you can be prepared for the course.

How Will I Know How I Am Getting On?

When..... • You can use English better at work and with more confidence • You achieve targets in your learning plan • Other people tell you that you have improved • Your tutor gives you feedback on your progress. When you are comfortable using online platforms.

Support For Your Learning

Once you start, if you have any more questions and/or support needs, please talk to the tutor. We also offer help to people with learning difficulties and/or disabilities. If you have a disability, learning difficulty, health problem or mental health difficulty that could affect your learning or participation, please contact us for more advice.

For More Information And How To Enrol

If you need more information, want to discuss the levels and the course material, or want to enrol, you can: call into our local centres, call our Enrolment Team, or enrol online for some courses. If you need help with your choice of learning, training, career, work and life goals, please book an appointment with one of our Learning and Work Advisors who can provide free, 1:1, impartial advice, call our FREEphone 0800 988 0308. Full Fee: £3:00 per hour (Fee remission available - 70% reduction on course fee or free for certain benefits) Concession Fee: £0.75 per hour. Contact our Freephone number 0800 988 0308 or any of our learning centres.

The Adult Learning Service Also Offers Courses In

Computing and ICT • Personal Development, including Arts and Leisure • Languages, British Sign Language, and ESOL • Maths and English • Skills for Jobs • Apprenticeships and Traineeships • Family Learning • Programmes for Adults with Learning Difficulties and/or Disabilities

Minimum Numbers

If the necessary minimum number of learners is not reached, we cannot guarantee that the course will start. We will try to let you know 5 working days before the course start date if it will not run.

Online Learning

If you are enrolling for an online/blended learning course: It is important to check the detailed course information prior to enrolment to ensure you have suitable equipment and software. You will also need a reliable internet connection to participate in this course. If you are not sure about the requirements or have any queries or questions please get in touch with our enrolment staff using the contact details provided. Please note that online courses may be recorded and shared with adult learning staff for quality assurance purposes.