



ENGLISH LANGUAGE AND COMMUNICATION COURSE DESCRIPTOR

Duty:	English and Communication
Course Title:	English Language and Communication
Duration:	4 months
Aim:	To provide graduate trainees with the English and Communication skills they need to successfully complete their technical training and to operate effectively in the workplace

OBJECTIVES

This course is aimed at developing graduate trainees 'communicative skills, enabling them to express themselves with confidence and clarity in the target language

- Basic review of grammar rules
- Building vocabulary appropriate to technical training and the workplace
- How to write e-mails, reports, describe processes
- Development of study and behavioural skills
- Understanding of and compliance with HSE procedures and best practice
- Development of spoken communication skills - formal and spontaneous

COURSE CONTENT

- Grammar Review - Good Grammar in Use and authentic materials
- Petrofac Training Manuals
- Site specific HSE materials
- Oil and Gas industry journals and websites



- ESP publications - TechTalk
- Study skills and information organization - Log Books, mind mapping, note taking
- Presentations on technical and general interest topics
- Listening skills - British Council, BBC, Oxford University Press, Howstuffworks.com