

# The BELFAST Programme

*Building English Language For A Successful Transition*

The BELFAST Programme helps you by:

- Improving your communication skills in English, so that you can get a job, a better job or promotion in the area where you have skills, qualifications and knowledge.
- Giving new opportunities to identify what you need to do to improve your English grammar and vocabulary for work and everyday living
- Helping you understand the job-hunting process in Belfast and beyond.

## *Contact*

Aisling Cartmill

Belfast Unemployed Resource Centre

45 Donegall Street Place

Belfast BT1 2 FN

t 028 9096 1111

m 078 0314 7662

e [aisling.cartmill@burc.org](mailto:aisling.cartmill@burc.org)

w [www.burc.org](http://www.burc.org)

## Workplace English 2

***Building English Language  
For A Successful Transition***

*Improving your English for Employability*



*Belfast Unemployed Resource Centre*

# Workplace English 2

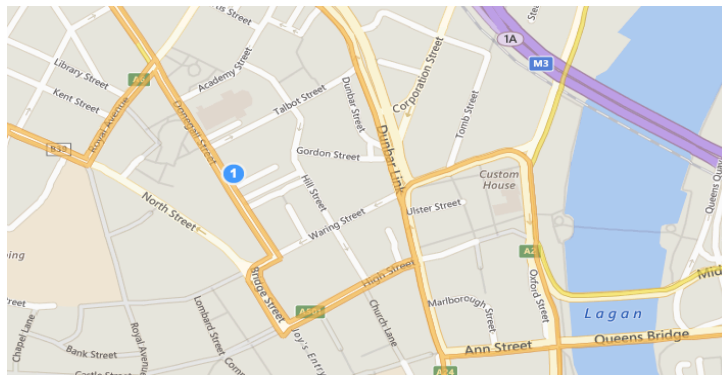
**Workplace English 2** is for you if you need to understand, speak, read and write better English at work.

It can help you if you need to become more accurate and fluent in using English in the workplace and everyday life in Belfast and beyond.

- It is suitable for beginner (A2) adult (18+) learners of English
- It helps to improve communication skills, using a structured syllabus of grammar and vocabulary
- The focus is on listening and speaking, using authentic activities for work and everyday living in Belfast and beyond.

## Costs

Free



## Duration and time

The programme lasts for 6 weeks. Each week you will need:

- 2 hours in the face-to-face class
- 6+ hours for private study

## Content

- Face to face meetings
- Telephoning and telephone conferencing
- emails
- Basic grammar and vocabulary for General English
- Listening and speaking skills, with some reading and writing activities
- Communication skills for everyday life in Belfast and beyond.

## You will use

James Schofield, 2012 *Workplace English 2*, Harper Collins, London

## The process

- *Initial test and interview:* This makes sure you are at the correct level to benefit from *Workplace English 2*
- *Induction:* To introduce you to *Workplace English 2*
- *Face-to-face classes:* To introduce and practise new grammar and vocabulary, with support for your private study activities
- *Self Access Centre:* You can come for private study and to meet other Learners of English.

