

# 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*

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# English for Job-hunting

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

*Improving your English for Employability*



*Belfast Unemployed Resource Centre*

# English for Job-hunting

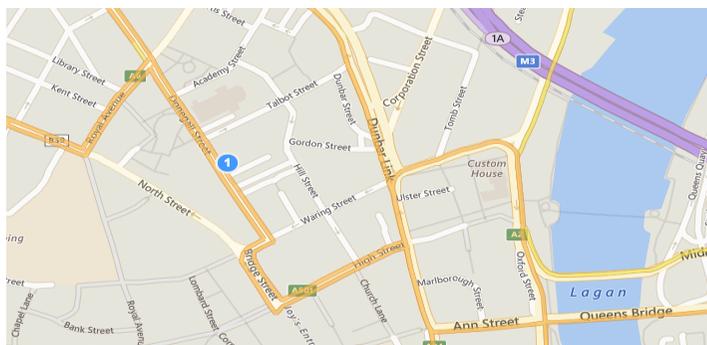
**English for Job-hunting** is for you if you need to understand, speak, read and write better English in the job-hunting process in Belfast.

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

- It is suitable for upper intermediate / advanced (B2-C1) adult (18+) learners of English
- It helps to improve general communication skills, using a structured syllabus of grammar and vocabulary
- The focus is on listening and speaking, using authentic activities in a range of everyday work environments.

## 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

- Understanding and understanding the job market
- Writing an impressive CV
- Completing application forms
- Creating effective covering letters and emails
- Preparing for interviews
- Clinching the deal
- Communication skills for everyday life in Belfast and beyond.

## You will use

Colm Downes, 2008 *Cambridge English for Job-hunting*, Cambridge University Press, Cambridge

## The process

- **Initial test and interview:** This makes sure you are at the correct level to benefit from *English for Job-hunting*
- **Induction:** To introduce you to *English for Job-hunting*
- **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.