

E-Teacher: English for Business

Offered by the University of South Carolina, English Programs for Internationals

The Office of English Language Programs of the U.S. State Department is offering an online teacher training course on “English for Business” for eligible candidates. The course will introduce the most recent English language teaching methods and techniques, offer the opportunity to engage in an innovative distance-learning program that employs the latest in modern technology, and provide direct access to U.S. experts with whom participants might not normally have the opportunity to interact.

Course Description

This course will provide an overview of the English used in international business settings and give participants techniques and skills that can be used in their classrooms. The course is divided into several segments along the following topics: an introduction to the courseware and methods used in the course, needs assessments for business English learners, classroom strategies to create a learner-centered environment, business English resources, written communication and document design, business oral skills, and making business presentations. These topics will provide participants with significant resources to utilize in their classrooms following completion of the course. This course will begin in late September and run for 12 weeks. Participants who successfully complete the course will receive a certificate. Optional Continuing Education Units (CEUs) may also be requested.

Requirements

Candidates should be teachers, teacher trainers or ministry officials who are or will be professionally involved with Business English. They should be highly motivated individuals who are both dedicated to their own professional development and willing to share their knowledge with colleagues. Candidates should be able to do academic work at a U.S. university (an advanced level of reading and writing, roughly equivalent to a TOEFL score of 525), understand technical terms in English relating to computers and the Internet, and possess some understanding of the necessary vocabulary in the area of Business English. Candidates should also have regular access to the Internet and 1 GB free disk space, be able to navigate in Windows and create a Word document, be familiar with the Internet and web browsers, and be able to type in English well enough to perform on-line tasks in real-time and to submit written assignments in a timely manner.

Candidates will be nominated by American embassies and selected in a competitive process. Interested candidates should contact the Regional English Language Officer or Cultural Affairs Officer at the nearest American embassy.