

# IPC Exeter – The Teachers' Choice

International Projects Centre  
7 Colleton Crescent  
Exeter EX2 4DG  
Tel/Fax 0044 (0)1392 439998  
E-mail: [enrol@ipcexeter.co.uk](mailto:enrol@ipcexeter.co.uk)  
Visit: [www.ipcexeter.co.uk](http://www.ipcexeter.co.uk)



## Further Certificate for Teachers of Business English (London Chamber of Commerce International Qualification)

This course has been designed to provide professionals from either a business or teaching background with the knowledge and skills to sit the *London Chamber of Commerce Further Certificate for Teachers of Business English*. This is an internationally recognised qualification which may be taken in Exeter at the end of the course and will incur an extra fee. The course can also be used as an opportunity to refresh knowledge and skills as well as an opportunity to exchange ideas and acquire new teaching skills. Participants must have a level of English equating to mother tongue standard.

*Classroom sessions feature:*

- a learner centred approach and related language learning concepts
- humanistic approaches
- a numerical-graphical approach
- a communicative approach
- a lexical approach

*Activities outside the classroom include:*

- an introductory guided town tour of Exeter and its historic sights
- a guided full day excursion at the weekend to a place of interest
- a set task
- either a guest speaker OR a half day visit to Dartmoor National Park

**Previous Course participants said:**

**Professional, focussed and stimulating:** *Guna REVELE*

**Pedagogical and business issues were in balance, task-based learning was emphasized. We've received excellent opportunities to use the target language.** *anon*

**This is really an illuminating course. Keep on running it:** *Artura LUPPI*

**This course provides participants with a wonderful opportunity to establish links with teachers from many European countries.**



[www.ipcexeter.co.uk](http://www.ipcexeter.co.uk)





	WEEK 1		WEEK 2
<b>Sunday</b>	Travel to Exeter. You will be met on arrival in Exeter by your host family.	<b>Sunday</b>	Day trip to EITHER Tintagel OR Bath. Depart South Street 08h30, return Central Exeter 18h30
<b>Monday</b>	09h15: Introduction to IPC and Programme AM: What is a business student? Where do we start? PM: Basic Business Concepts 1. Guided tour of Exeter to include Exeter Cathedral	<b>Monday</b>	AM: Introduction to negotiating. Use of authentic materials PM: Using your environment
<b>Tuesday</b>	AM: Introduction to Needs Analysis. Purpose and Form. Basics: Numbers & Course Management PM: Basic Business Concepts 2	<b>Tuesday</b>	AM: Negotiating: Tentative language and role play. Basic Business Concepts 5 PM: Start your own business
<b>Wednesday</b>	AM: Needs Analysis. Content. Language of graphs and mini-presentations PM: Basic Business Concepts 3	<b>Wednesday</b>	AM: Business writing. Telephoning PM: Guest speaker OR half a day trip to Dartmoor National Park
<b>Thursday</b>	AM: Course design using Needs Analysis. Language of presentations PM: Basic Business Concepts 4	<b>Thursday</b>	AM: Giving a presentation. Role of games and motivation factor. Basic Business Concepts 6. Using video and IT PM: Course evaluation. Basic Business Concepts 7
<b>Friday</b>	AM: Lesson planning, types of learner, evaluating a lesson. Introduction to authentic materials. Feedback: Tutorial on Use and Form PM: Free afternoon	<b>Friday</b>	AM: Meetings. Influence of culture. Dealing with difficult people. Teaching grammar. Revision for exam PM: Exam (for those who have chosen to sit it at IPC) Free afternoon for those not taking exam.
<b>Saturday</b>	Free Time	<b>Saturday</b>	Return home

*Morning training sessions take place between 09h15 and 12h15 (30 minutes break between 10h30 and 11h00)*

*Afternoon training sessions take place between 13h00 and 16h00 (Afternoon break to be negotiated with participants)*