Co-published with The International Research Foundation for English Language Education (TIRF) An important contribution to the emerging body of research-based knowledge about teaching English to native speakers of Arabic, this volume presents empirical studies carried out in Egypt, Lebanon, Oman, Palestine, Saudi Arabia, and the United Arab Emirates (UAE)—a region which has gained notable attention in the past few decades. Each chapter addresses an issue of current concern, and each includes implications for policy, practice, and future research. Nine chapter authors are Sheikh Nahayan Fellows—recipients of doctoral fellowships from The International Research Foundation for English Language Education (TIRF). This volume is the first in the Global Research on Teaching and Learning English Series, co-published by Routledge and TIRF.

Learn to: Put an EFL course programme together from scratch Let your students loose in skills classes – from reading to listening Deliver grammar lessons in a logical and intuitive way Cope with different age groups and capabilities Your one-stop guide to a career that will take you places If you thought that teaching a language that's second nature to you would be easy, think again! Explaining grammar, or teaching correct pronunciation while simultaneously developing your own skills as a teacher can be a huge challenge. Whether you're on a training course or have already started teaching, this book will help launch your career and give you the confidence and expertise you need to be a brilliant teacher. Make an educated decision – decide between the various courses, qualifications and job locations available to you Start from scratch – plan well-structured lessons and develop successful and effective teaching techniques Focus on skills – from reading and writing, to listening and speaking, get your students sounding and feeling fluent Get your head around grammar – teach students to put sentences together, recognise tenses and use adjectives and adverbs All shapes and sizes – tailor your lessons to younger learners, one-to-ones, exam classes and Business English learners Open the book and find: TEFL, TESOL, EFL – what all the acronyms mean The best course books and materials to supplement your teaching Advice on running your class and handling difficulties Lesson plans that you can use in the classroom Activities and exercises to keep your students on their toes Constructive ways to correct and assess your students' performance Ways to inject some fun into your classes Insider information on the best jobs around the world 'An invaluable manual for anyone thinking of embarking on a TEFL journey. Michelle Maxom's step-by-step guide provides practical tips to get you started and offers key advice to help unleash the creative English language teacher within.' - Claire Woollam, Director of Studies & a
Teacher Trainer at Language Link London

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting. Primarily designed as a self-study reference and practice book, it can also be used for classroom work. The book covers a wide range of business topics including Jobs, People and Organisations, Production, Marketing, Finance and the Economy and Business Culture. Business skills covered include Meetings, Negotiating and Presentations. 66 easy-to-use units.

Master's Thesis from the year 2011 in the subject English - Pedagogy, Didactics, Literature Studies, course: Department of English, language: English, abstract: The objective of the present paper is to investigate problems concerned with the teaching of productive skills in Business English classes. Productive skills refer to speaking and writing. Business English is a branch of English for Specific Purposes (ESP). This research project aims to investigate the attitudes and perceptions of the Ecole Nationale de Commerce et de Gestion (ENCG) students about the productive skills in the ESP course, as well as to figure out whether the ENCG students are fully aware of the significance of productive skills in their prospective professional communication. This paper strives to answer the following questions: What are the general features which appear to characterize the teaching of oral skills in the ESP course? Does writing in the ESP course enable students to become good English business writers? And to what extent do speaking and writing prepare ESP students for professional communication? This volume offers more than 80 ready-to-use activities for the business English classroom, specifically selected to represent the diversity that is driving innovation in business English teaching today. The contributors come from a variety of teaching contexts around the world, including tertiary education, corporate language training, and adult education. This collection of ideas enables both experienced and novice business English practitioners to expand their repertoire of teaching strategies, become aware of key trends in the field, and be inspired in ways that make their teaching more creative, effective, and rewarding.

Introducing Business English provides a comprehensive overview of this topic, situating the concepts of Business English and English for Specific Business Purposes within the wider field of English for Special Purposes. This book draws on contemporary teaching and research contexts to demonstrate the growing importance of English within international business communication. Covering both spoken and written aspects of Business English, this book: examines key topics within Business English, including teaching Business English as a lingua franca, intercultural business interactions, blended learning and web-based communication; discusses the latest research on each topic, and possible future directions; features tasks and practical examples, a section on course design, and further resources. Written by two leading researchers and teachers, Introducing Business English is a must-read for advanced undergraduate and postgraduate students studying Business English, Business English as a Lingua Franca, and English for Specific Business Purposes.

Self-Care Smarter, Not Harder

"This is a thoughtful, concise resource to keep on hand when you need that reminder to take care of yourself. Patrice's message is one I fully endorse as a fellow advocate for the well-being of educators." —Tina H. Boogren, author, 180 Days of Self-Care for Busy Educators and Take Time for You: Self-
Care Action Plans for Educators “Her message that teachers need to make themselves a priority and practice self-care is one that needs to be heard.” — Robert Dunlop, Educator, Speaker and Author, S.T.R.I.V.E. for Happiness in Education “A short, easily assimilated guide to teacher self care. The book contains a host of practical tips, looking both at what schools can do and how teachers can look after themselves better physically, and make vital changes to their mindset.”— Rachael Roberts, teacher, trainer, life-coach and author of 30 Ways to Mindfulness “Practical, to the point, and easy to read, this book is full of ways anyone can reevaluate their life balance and manage their day-to-day well-being” — Ruth Pearce, Author, Speaker, Transformational Leader, Project Manager at VIA Institute on Character "Compelling and practical, Patrice provides teachers with actionable self-care strategies for right now" — Annemarie, Founder of Speak Confident English It is only recently that we’ve realized that our expectations for teachers are just not healthy! We can’t be everything and everyone to all our students, all the time, much as we wish we could. But so many teacher self-care books encourage you to do even more! Now you have to find time for journaling, yoga, coffee dates, and more. Plus you feel guilty the whole time, because you’re not planning lessons or buying pencils to give your students before their big exam Friday! The Teacher Self-Care Manual: Simple Strategies for Stressed Teachers by teacher, trainer, and coach Patrice Palmer provides simple, easy-to-apply strategies that will help you take care of yourself. Patrice leads you through the simple processes of changing the mindsets and habits that make us work until we burn out! Clearly and thoughtfully written, Palmer gives you the awareness and tools you need to be a great teacher without sacrificing yourself! And she should know. She’s been through teacher burnout and come out the other side. The book also features: *Tips you can apply right now *Activities to help you find your strengths *Exercises to share with your students *Advice for administrators to support teachers and their own mental health 8Book-club discussion questionsThis Business English Course introduces different aspects of Business English, working on main language points and important vocabulary through a variety of topics. This comprehensive resource book contains an easy-to-use set of short activities essential for anyone teaching Business English. Reflecting real-life business activities such as emails, noisy telephone conversations, making excuses, negotiating, handling customer complaints and cultural awareness, Five-Minute Activities for Business English helps teachers mirror the pacey feel of the work environment. This book is also of interest to teachers of general English who are looking for stimulating skills-based activities in meaningful contexts and complements both tailored and coursebook-based materials. The four main areas covered are 'Business topics', 'Business communication skills', 'Language work' and 'Exploiting coursebooks'. These areas feature activities on various topics such as money, finance, meetings, negotiations, telephoning, management, marketing, etc. This book is for anyone is interested in the relationship between grammar and vocabulary. The introduction looks at recent developments in corpus linguistics and second language acquisition research, and outlines the important role which chunks play in textual cohesion and in fluency, as well as in grammar acquisition. The practical part of the book provides practitioners with a large number of classroom suggestions and activities for making grammar teaching more lexical, and for making vocabulary practice more grammatical. Activities move from receptive to productive and can be used on their own or to supplement and enhance coursebook content. Technical English Level 1 covers the core language and skills that students need to communicate successfully in all technical and industrial specifications. Gives background to the business learner's world and strategies for approaching the training task, focusing on the learner's professional knowledge and experience. This book is suitable for teachers, trainers, and course organizers in the field of Business English or considering a move into it. Written by experienced teachers and teacher trainers, this series offers practical teaching ideas within a clear, theoretical framework. Each title includes a photocopiable 'Task File' of training and reflection activities to reinforce theories and practical ideas presented. This Grammar Guru will solve the world's problems. Or, at least, help you figure out when to use an Oxford comma. The New York Times Put your English skills to work for you! This
book is ideal for intermediate and advanced (CEFR B1-C1) nonnative speakers of English seeking to increase their communication confidence and effectiveness in the workplace. Improve your precision and professionalism so your ideas shine! The book consists of 50 short quizzes which include the most common English errors made by nonnative speakers in professional environments. This fun format allows you to find your own frequent errors and fix them. You will test your skills quickly, daily, and build your language awareness and accuracy in writing and speaking English. Short, clear explanations after each quiz help you improve your knowledge of the grammar rules. Complementing the quizzes are Ellen says boxes with the same practical advice on good communication etiquette and habits that Ellen has been sharing for years with large corporate clients in New York City and beyond. Witty and humorous drawings illustrate confusing language and common misunderstandings. The focus of the exercises is on fixing your grammar and problems with word choice. Examples are pulled from every industry: finance, law, consulting, publishing, real-estate, retail, technology, energy, pharmaceutical, manufacturing, education, advertising, government, insurance, non-profit, and more. Whatever your profession or interest, you will benefit from the exercises contained in this book. If you are just looking to sharpen your English, this book is for you, too. You will be learning from a professional writer with two decades of experience teaching executives in a business setting. A language-learner herself who has studied some two dozen languages, Ellen Jovin has written this book to help motivated working adults advance their business English on their own time and at their own pace. The Business English Teacher is a book not only for teachers who are thinking of making a career move into the field of business English teaching but also for those who would like to increase their skills and develop their potential. The Business English Teacher contains three distinctive parts which focus in turn on theory, practice and development:Part A: What is a business English teacher? The answer involves a reassuring yet challenging mix of general and specific teaching skills, where the focus is always on the learners’ needs. The authors look into who you teach, what you teach, where you teach and, above all, how you teach.Part B: A bank of activities covering all the stages of a successful business English course from the very beginning, investigating and practising the language needed for business skills and the language skills needed for business. The sections cover telephoning and socialising, emailing and negotiating, meetings and presentations – not forgetting aspects of grammar, vocabulary and phonology. Part C: A reflection on one’s current degree of success, with strategies for further development, both as an English teacher in general and a business English teacher in particular – in other words, as an all-round professional. Business Plus is a three-level, integrated-skills, business English course, from A1 (false beginner) to B1 (pre-intermediate) levels. Each level of the Student’s Book has 10 units. Designed to be easy and enjoyable to teach, each unit features integrated skills and language practice. Units also include cultural awareness sections that connect learners to their region and beyond. In addition, TOEIC-style practice sections allow students’ progress to be measured. Introducing Business English provides a comprehensive overview of this topic, situating the concepts of Business English and English for Specific Business Purposes within the wider field of English for Special Purposes. This book draws on contemporary teaching and research contexts to demonstrate the growing importance of English within international business communication. Covering both spoken and written aspects of Business English, this book: examines key topics within Business English, including teaching Business English as a lingua franca, intercultural business interactions, blended learning and web-based communication; discusses the latest research on each topic, and possible future directions; features tasks and practical examples, a section on course design, and further resources. Written by two leading researchers and teachers, Introducing Business English is a must-read for advanced undergraduate and postgraduate students studying Business English, Business English as a Lingua Franca, and English for Specific Business Purposes. “Successful presentations is a video course that teaches you how to plan, structure, and deliver presentations in English at work. On the DVD over two hours of material including: interviews with business professionals, expert advice on giving
presentations, extracts from business presentations, expert analysis of those presentations."--Container. This collection provides an overview of current issues, debates, and approaches in Second Language Teacher Education (SLTE) presented by internationally prominent researchers, educators, and emerging scholars. Chapters address such issues as distance education, non-native English-speaking educators, technology, assessment, standards, and the changing contexts of contemporary language teaching and teacher education. Gives background to the business learner's world and strategies for approaching the training task, focusing on the learner's professional knowledge and experience. This book is suitable for teachers, trainers, and course organizers in the field of Business English or considering a move into it. This book analyses the learning experiences of students of Business English at a Chinese university. It addresses several topical issues in English for Specific Purposes (ESP) education and Business English teaching, including how ESP students learn, how they develop multiple identities. In particular, it focuses on their professional identity in the classroom, and how these identities are transferred to the workplace. This allows the author to present a model of learning Business English that corresponds to the lived experiences of students in China, but which can also be applied to other ESP learner contexts. In doing so, he demonstrates how to research the professional identity of ESP learners from multiple perspectives, and contributes to the validity of research on language learning and learner identity. This book will appeal to scholars of English for Specific Purposes, Second Language Acquisition, and TESOL Education. CD and book designed to teach idioms and expressions used in the American business world. A book of step-by-step lesson plans and photocopiable worksheets to help teachers design courses around the linguistic and business knowledge of their students. Placing emphasis on students' needs, it contains five main sections which provide a framework relevant to all students. PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. An essential teacher's companion to an innovative, uniquely visual English-language course, this e-guide helps English teachers--including those for whom English is not their native language--create clear, focused lesson plans, explain difficult concepts in a simple and concise way, and make language learning exciting, intuitive, and incredibly easy. This teacher's e-guide is designed to accompany English for Everyone, a comprehensive course in English as a foreign language for adults. English for Everyone combines innovative and systematic visual teaching methods with the best of DK design to make the English language easy to understand and learn. Key language skills, grammar rules, and vocabulary are reinforced with listening, speaking, reading, and writing exercises, available in print and digital formats. The English for Everyone Teacher's Guide helps busy classroom teachers or one-on-one tutors get the most out of using the course with their students. Its step-by-step guide to the crystal-clear, tightly structured teaching method shows teachers how to explain even the trickiest points of English in an engaging, easy-to-follow way. It also includes instructions for the series' highly versatile exercises, which are primarily suitable for homework, independent study, or one-on-one tutoring, but are readily adapted for classroom or group activities. A comprehensive introduction to Business English dealing with a range of issues from needs analysis and course planning to testing and evaluation. Brazilian Portuguese made easy--and fun! The Everything Learning Brazilian Portuguese Book makes Brazilian Portuguese a breeze to learn! Author Fernanda L. Ferreira, Ph.D., provides you with step-by-step instruction in vocabulary, grammar, and pronunciation. Learn how to: Understand Portuguese grammar Improve pronunciation Ask questions in Portuguese Have basic conversations when traveling, dining out, conducting business, and shopping Packed with dialogue examples, self-tests, and English-to-Portuguese and Portuguese-to-English dictionaries. The Everything Learning Brazilian Portuguese Book will have you speaking--and understanding--Portuguese in no time. How to teach one to one classes - for the professional English language teacher. This book provides an analysis of the problems of teaching students on a one-to-one basis as opposed to teaching groups of students. Covering a wide range of topics in this field, this book explains learner needs analysis and learner profiles, especially the student's current
use of English and the reason for taking a one to one course; course planning; techniques which are specific to one to one teaching; techniques which do not work with one to one teaching; using the learner as the resource for teaching; together with the advantages of teaching students on a one to one basis. This book is packed with tried and tested suggestions for managing your students and your teaching time, on both a personal and pedagogical level, so that you can make the one-to-one teaching experience a rewarding and productive one. Fifteen topic-based units cover a wide range of business situations and the course provides frequent opportunity for discussion and thorough vocabulary development.

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