

## Onsite / In-Person Workplace & Conversational English (ESL) Course

### Level I Corporate Language Training Proposal

#### Purpose:

This training is intended to help designated employees gain confidence speaking English during their jobs, increase productivity and build rapport with their improved ability to communicate and get their point across. This onsite class includes:

work-specific dialogues & role-playing, life skills & conversational, oral practice, pronunciation help & suggestions on how to continue the learning process outside of the classroom.

#### Schedule:

The Onsite / In-Person English Course will meet 2 times per week for 8 weeks. Each class will be 90 minutes. There will be a total of sixteen 90-minute classes or 24 hours of instructional time.

Courses can be scheduled to take place at a time convenient for your company. Workplace Languages is able to teach 24 / 7.

#### Curriculum:

The curriculum is focused on providing participants the skills and confidence to communicate more effectively in English. The course is based on both a work-specific and conversational curriculum, customized to meet the specific needs of your company.

Three weeks are needed to create the curriculum and prepare for the course.

#### Accountability:

Attendance, being on time, participation and completing any homework are all keys to the program's success.

The participants' managers &/or supervisors are always welcome to attend the classes and will always have access to the instructors' lesson plans.

#### Instructors:

This is probably the biggest differentiator between Workplace Languages and other companies that offer Onsite / In-Person Language Classes for Companies.

All instructors are selected have:

- at least an MA in ESL or English,
- experience teaching English to adults in the workplace,
- the background & ability to assess individual learning needs and
- expertise in developing level-appropriate customized curriculum.

#### What Is Included With Each Course:

- Upfront needs assessment / surveys for all participants & their supervisors to determine the specific language needs of the company,
- Upfront Pre-Tests to assess each participant's current level of English + to demonstrate progress & ROI to each client,
- Facilitate initial meeting between company contact and instructor,
- Instructor does an upfront site visit to learn about company language needs,
- Create company-specific 8-week workplace English curriculum,

- All lesson plans include company-specific:
  1. learning objectives
  2. teacher instructions
  3. interactive assignments to have participants practice speaking
- Student progress reports submitted to company contact every 2 to 3 weeks,
- Teacher evaluations filled out 2 times by participants in an 8-week ESL course,
- 24 hours of ESL instruction (per course) for up to 20 participants / students and
- Customized handouts and pronunciation tools to practice outside of the classroom.

Workplace Languages will need 3 weeks upon receiving all Needs Assessments / Surveys in order to develop an 8-week ESL curriculum for the client. Each lesson will include defined learning objectives, customized handouts and interactive English-speaking assignments.

### What We Need Before Starting a Course:

- Preliminary surveys / needs assessments returned.
- Pre-Tests given to all participants.
- Facilitate in-person site visit with instructor & tour of facility.

For more information or if you have questions, please email [Classes@WorkplaceLanguages.com](mailto:Classes@WorkplaceLanguages.com) or call toll free at (866) 575-0560.

[www.WorkplaceLanguages.com](http://www.WorkplaceLanguages.com)

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