



# English Language in the Workplace

**Improving speaking, listening, reading and writing skills for people whose first language is not English.**

## **Benefits of Workplace English:**

- Increase employees' productivity, adaptability and participation
- Foster greater professionalism and a higher level of customer service
- Promote clearer communication between employees and more effective teamwork
- Improve employees' confidence and satisfaction
- Enhance employees' understanding of job requirements, training materials, quality standards and company policies and procedures
- Evidence employees' continuing professional development

## **Who are the courses for?**

The courses are suitable for individuals of who want to improve their English skills for the workplace and everyday life.

## **What do the courses involve?**

The courses focus on practising and improving the four main skills: speaking, listening, reading and writing, in addition to learning new vocabulary and grammar. Learners will study a variety of topics relevant to the workplace and everyday life, which will reflect the interests and needs of the group.

## **What are the progression options?**

University College Isle of Man offers ESOL courses from beginner to advanced level. Upon completion of a course, learners will have the opportunity to progress onto further courses and take accredited external examinations.