



THE CONSULTANTS-E ONLINE CERT IBET
(CERTIFICATE IN INTERNATIONAL BUSINESS ENGLISH TRAINING)

MODULES	WEEKLY CONTENT	BE SKILLS
01 INTRODUCTION TO BUSINESS ENGLISH TEACHING WEEK 1	INTRODUCTION TO THE COURSE DEFINITIONS OF BUSINESS ENGLISH (BE) BE SETTINGS & CONTEXTS BE TRENDS BE LEARNERS' NEEDS, MOTIVATION, CHARACTERISTICS & EXPECTATIONS BUSINESS TECHNOLOGIES	BE CONCEPTS & TERMINOLOGY REVIEW REFLECTIVE JOURNAL ENTRY 1
02 BUSINESS ENGLISH NEEDS & NEGOTIATION WEEK 2	LEARNER NEEDS ANALYSES COMPANY NEEDS ANALYSES CONTENT NEGOTIATION RESEARCH TECHNIQUES ESP	SOCIALISING VIDEO CONFERENCING SESSION 1
03 BUSINESS ENGLISH COURSE & SYLLABUS DESIGN WEEK 3	SETTING LEARNING GOALS PERFORMANCE-BASED LEARNING COURSE & SYLLABUS DESIGN DEVELOPING SCHEMES OF WORK LESSON PLANNING & TIMETABLING [OPTIONAL] CEF	TRAVEL REFLECTIVE JOURNAL ENTRY 2
04 BUSINESS ENGLISH COURSE DELIVERY WEEK 4	DELIVERY MODES BLENDED APPROACHES TECHNOLOGY IN COURSE DELIVERY	MEETINGS
05 BUSINESS ENGLISH TEACHING APPROACHES & TECHNIQUES WEEK 5	BE COURSE TYPES LEXICAL, DISCOVERY & TASK-BASED APPROACHES	INTERVIEWING REFLECTIVE JOURNAL ENTRY 3
<h2>ONE WEEK BREAK</h2>		



06 BUSINESS ENGLISH COURSE MATERIALS WEEK 6	USING COURSE BOOKS & PUBLISHED MATERIALS ADAPTING AND CREATING AUTHENTIC & SUPPLEMENTARY MATERIALS USING WEB-BASED MATERIALS USING THE LEARNER AS A RESOURCE COPYRIGHT ISSUES	TELEPHONING & TELECONFERENCING VIDEO CONFERENCING SESSION 2
07 BUSINESS ENGLISH & GLOBALISATION WEEK 7	GLOBALISATION ELF LOCAL CONTEXTS, NEEDS & LEARNING STYLES	PRESENTATIONS REFLECTIVE JOURNAL ENTRY 4
08 BUSINESS ENGLISH & CULTURE WEEK 8	UNDERSTANDING CULTURE CROSS-CULTURAL AWARENESS & TRAINING SIMULATIONS, ROLE PLAYS & CASE STUDIES	NEGOTIATIONS VIDEO CONFERENCING SESSION 3
09 EVALUATION & ASSESSMENT WEEK 9	ASSESSMENT TYPES EVALUATING AND MEASURING COURSE OBJECTIVES LEARNER FEEDBACK HR & COMPANY FEEDBACK BE PUBLIC EXAMS	READING: REPORTS CHARTS, GRAPHS & DATA REFLECTIVE JOURNAL ENTRY 5
10 BUSINESS ENGLISH & THE NEW TECHNOLOGIES WEEK 10	ICT TOOLS FOR BE TEACHERS WEB 2.0 BE TEACHER DEVELOPMENT ONLINE COURSE REVIEW	WRITING: LETTERS, MEMOS & EMAIL JOURNALS & MAGAZINES VIDEO CONFERENCING SESSION 4
ROUND UP POST- COURSE	COURSE FEEDBACK CERT IBET ASSIGNMENTS SUBMITTED [COURSE CERTIFICATES]	