Introduction to Teaching English for Technical Purposes

– 30 August - 3 September 2016

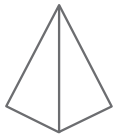Venue:
Best Western Hotel, Ulm / Germany

Registration deadline: 30 April 2016

Minimum number of participants required: 8

Deadline for Erasmus+ applications: 2 February 2016

Demand has never been so great for teachers of English for Technical Purposes.

This is due to several factors:

- English is the lingua franca of the international technical professions.
- European universities, technical universities and colleges often require their students to study at least one course in a foreign language. Most students choose English
- Business people working in the technical sectors are increasingly required to have a working knowledge of Technical English.
- There is a considerable increase in the number of courses in Technical English offered by private language schools, individual trainers and institutions of higher and further education.

EU Funding

It is possible for participants outside of Germany to apply for funding at their respective national agency - contact details are available here:
http://ec.europa.eu/education/lifelong-learning-programme/national_en.htm

Since January 2014, a new funding programme has been in place: Erasmus+
Erasmus+ has brought together all the current EU and international schemes for education, training, youth and sport. It has increased efficiency, made it easier to apply for grants, as well as reducing duplication and fragmentation. Erasmus+ has replaced seven existing programmes with one: it brings together the existing Lifelong Learning Programme (Erasmus, Leonardo da Vinci, Comenius and Grundtvig), Youth in Action, and five international cooperation programmes (Erasmus Mundus, Tempus, Alfa, Edulink and the programme for cooperation with industrialised countries).
More information: http://ec.europa.eu/education/erasmus-for-all/index_en.htm
Deadline for Erasmus+ applications: 2nd February 2016.

Alternative funding possibility

For participants based in the German state of Nordrhein-Westfalen, there is the possibility of applying for funding to cover 50% of the course fee through the so-called Bildungsscheck programme. More information is available at: https://www.esf-nrw.de
Contact person:
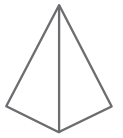Evelyn Kallos, evelyn.kallos@bezreg-arnsberg.nrw.de, Tel: 02931 - 825009

Bildungsurlaub

In most German states, there is a so-called Bildungsurlaub programme which offers some financial support depending on your cirumstances.
For more information, use the following link: http://bit.ly/1xrBB56

Important note

We reserve the right to change the course content in order to update and/or refine the advertised content.

Your trainers

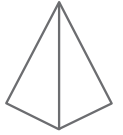**Gabrielle Jones – BA, MA (TESOL and Applied Linguistics), CELTA**
Gabrielle Jones has been an EFL teacher and trainer since 2000, specializing in business English and ESP in multinational companies in Ecuador, Spain and Germany. She has a strategic role in a language and communication training company in Germany, where she is responsible for developing new ESP and Technical English training concepts for corporate clients, as well as for professional development of training staff. Gabrielle has been employed to teach ESP in a number of industries, including banking, engineering, aviation and construction. She is an active member of IATET (International Association of Technical English Trainers) and IATEFL BESIG, and is a DELTA tutor.

Cornelia Kreis-Meyer – certified translator, technical writer, CELTA, CertTEB
Cornelia has more than 25 years of experience in technical translations (German/English) and writing technical documentation. Originally from the USA, she is now based in Stuttgart and also teaches technical and business English at the Baden-Wuerttemberg Cooperative State University (Stuttgart) and runs in-company custom-tailored English courses for engineering and manufacturing companies.

In addition to translating and teaching, Cornelia is the Vice President of the International Association of Technical English Trainers (IATET) and the Events Coordinator of the Business English Special Interest Group of IATEFL (International Association of Teachers of English as a Foreign Language).

Your trainers

Philip Welch – MA TEFL, CELTA

Phil has been teaching Technical English for over 20 years to students of all ages in many parts of the world including Poland, Libya, and Saudi Arabia.

He has a Master's degree in teaching English as a foreign language from Reading University in England, as well as a post-graduate diploma (DTEFLA) in teaching English as a foreign language to adults. Phil is also a Certified Cambridge CELTA Tutor. Phil has also worked for International House, Bell School of English and the British Council.
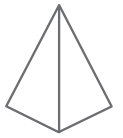
Paul East – Dipl. TEB, Ind. Kfm.

Paul East is the founder and CEO of The Pyramid Group which provides a range of specialist English training (ESP), e.g. English for the Legal, Medical, Technical, HR, Insurance, Logistics and Construction sectors as well as providing translations and inter-preting in 58 languages. The Pyramid Group also includes The French Academy and eBooks World (epublishing and POD). Paul is also a director of Pete Sharma Associates, a leading provider of training that focuses on the integration of educational technology into language courses (learning technologies for language organi-sations and language teachers). The Pyramid Group is the official commercial partner of the Technical University Dresden and has been involved in numerous EU-sponsored projects, e.g. Tempus, Grundtvig and Commenius programmes.

He is President of the International Association of Technical English Trainers (IATET) and was on the board of EULETA (European Legal English Teachers' Association) up to 2012. He was also IATEFL BESIG Joint-Coordinator from 2009-2011.

The Pyramid Group is headquartered in Ulm, Germany and has offices in over 50 countries.

Course Outline

Day 1: Gabrielle Jones, BA, MA (TESOL and Applied Linguistics), CELTA

Session 1: Methodology

This session will provide some theoretical background on methodologies and approaches commonly used when teaching English for technical purposes, in particular focussing on PPP (Presentation, Practice, Production), TBL (task-based learning) and CBI (content-based instruction).
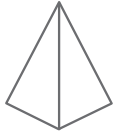
Session 2: Needs analysis

Needs analysis is a fundamental part of any course which focuses on technical English. This session will look at key issues, including the strengths and limitations of using needs analysis as a technique, how to establish priorities, and the client's perspective. We will look at examples of different needs analysis tools.

Session 3: Course and syllabus design

Course and syllabus design is all about establishing what will happen on a course. It involves making decisions about course content, and how that content will be delivered. During this session we will look at range of approaches to ESP course design, and focus on factors to take into account when designing multi-strand syllabi. We will also discuss the role of assessment in different types of ESP course.

Session 4: Creating a course from scratch

This session will apply the theoretical concepts from session 3 to the practical question of designing your own ESP course. Key issue will be the difference between a course and a coursebook, and between a course and a series of lessons. We will also look at the difference between role-plays and simulations, and discuss the advantages and disadvantages of each.

Course Outline

Day 2: Gabrielle Jones, BA, MA (TESOL and Applied Linguistics), CELTA

Session 1: Authentic materials

The first session will focus on how to exploit authentic materials effectively. After a brief discussion about the meaning of "authentic", we will look at the advantages and disadvantages of authentic materials within the context of technical English, and look at some examples from in-company courses.

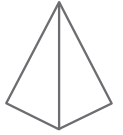**Session 2: Technical English vocabulary development**

In this session we will consider what kind of vocabulary our students need, including 'semi-technical' vocabulary. We will also look at some techniques for teaching and developing the vocabulary of technical English learners.

Session 3: Language form and function in technical English

In this session, we will tackle questions such as these: What kind of grammar do technical English learners need, and how should we prioritise it in the syllabus? How can we highlight a grammar point without demotivating or distracting our learners from the communicative aspects of a topic or activity? How can an awareness of patterns of discourse and genre help technical English learners?

Session 4: Technical background knowledge for the English teacher

In this workshop session, participants will be encouraged to overcome any anxieties they may have about the amount of technical background knowledge they need to master as teachers of technical English. We will discuss some practical steps for acquiring and developing a realistic level of background technical knowledge, using a range of resources, including the internet.

Course Outline

Day 3: Philip Welch, MA TEFL, CELTA

Session 1: Using games in the techie classroom

In this session we will discuss why and how we can use games within technical English courses and share our experiences of using them with learners. We will try out a range of games which can fulfil different learning needs and inject some fun into the classroom.

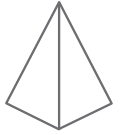**Session 2: Reading activities**

What kind of texts do our techie students frequently have to read? What kinds of tasks can we use to help our students read and understand them more effectively? In this session we will look at different types of authentic texts and try out a range of activities and tasks which could be built around them.

Session 3: Materials development

Technical English teachers are often expected to develop their own activities and tasks in response to learners´ specific needs and transform authentic materials into workable learning materials. We will look at some strategies for successfully developing materials in response to learners´ specific needs and how to exploit authentic materials to create tasks and activities.

Session 4: Challenges for technical English teachers

In this session we will focus on the challenges that technical English teachers face and discuss ways in which we can overcome them.

Course Outline

Day 4: Cornelia Kreis-Meyer, certified translator, technical writer, CELTA, CertTEB

Session 1: Teaching writing skills to technical professionals Part 1

We will look at what kind of written communication techie students need to produce and how it differs to general business communication.

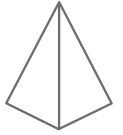**Session 2: Teaching writing skills to technical professionals Part 2**

In the second part of the writing skills session we will discuss various methods and tasks we can use to develop the writing skills of our students so they can write reports, instructions, procedures and processes, scientific papers or proposals to gain funding for technical projects or to win contracts.

Session 3: Analysis of pre-course assignments

Looking at participants' pre-course assignments in more detail with feedback from fellow course participants and the trainers.

Session 4: Digital resources

Sharing digital resources with each other (pre-course assignment) with some examples on online learning platforms.

Course Outline

**Day 5: Cornelia Kreis-Meyer, certified translator, technical writer, CELTA, CertTEB
Paul East, Dipl.TEB, Ind. Kfm.**

Session 1: Training plan „surgery"

Dealing with areas of difficulty that course participants face in the classroom (pre-course assignment)

Session 2: Exploiting authentic materials

Here we will be looking at how easy-to-access authentic materials can be usefully exploited and highlighting the language used in the real world.
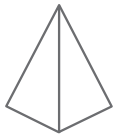Topics could include numerous ways of exploiting Technical English texts, equipment instructions, and framework materials as well as the range of possibilities presented by such activities as crosswords, LEGO and web quests.

Session 3: Extra resources

Looking at a range of practical materials which are easy to develop and implement.

Session 4: Feedback

Participants have the opportunity to give feedback on the individual sessions and discuss any other points that arise.

Course Objectives

Introduction to Teaching English for Technical Purposes is now established as one of the leading training courses for teachers of Technical English. It aims to provide experienced, professional language teachers with the skills they need in order to be effective teachers of Technical English. This 5-day intensive course is held, designed and run by some of Europe´s leading Technical English course and materials designers.

The course is suitable for experienced teachers of Technical English as well as teachers of English as a Foreign Language interested in moving into this rapidly expanding field of English for Specific Purposes. It is the ideal training course for teachers keen to develop their teaching skills, learn new techniques, meet new colleagues and work with high quality materials designed exclusively for Introduction to Teaching English for Technical Purposes by widely published and respected Technical English writers and teachertrainers.

Our trainers are all of the firm belief that the role of the teacher of Technical English is to teach the English language skills needed to function effectively in the international technical community. No prior technical knowledge is necessary to participate effectively in the course, and no assumptions will be made as to participants' understanding of technical matters. However, as with all areas of ESP, an interest in our learners' work is a prerequisite for success.

Methodology

Practical and hands-on course content which can easily be applied in the work place.
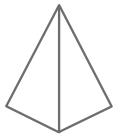
Pre-course assignments

Each participant is required to develop a lesson/short course from a list of options and will present this on the Thursday afternoon of the course. All work should be sent to Paul East by 10 August 2016 so that photocopies can be made for the other participants.

Participants also have the possibility of identifying an area they have difficulty with, e.g. creating a placement test for technical English students, and bring the relevant materials with them to the course. On the final day, there will be a „surgery" type session whereby the other participants and trainers would provide help to deal with the problems.

It would also be useful if participants brought along recommendations for online resources and how these resources have been exploited.

Participants own course input

Participants will be contacted well in advance to ask for details of their respective teaching situations in order that this information can be taken into consideration as much as possible regarding the design of the course content.

Registration
registration@thepyramidgroup.biz or Fax +49 731 3 97 69 77

Yes, I would like to participate in the Introduction to
Teaching English for Technical Purposes course:

☐ 30 August - 3 September 2016
☐ I am interested in receiving updates on seminars and
   courses organised by The Pyramid Group (please tick the box).

_____
Name, First Name

_____
Company, Institution

_____
Street

_____
Postcode, Town, Country

_____
Tel.

_____
Fax

_____
E-Mail

_____
Website

_____
Date, Signature

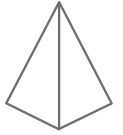**Minimum number of participants required: 8**
Deadline for registration: 30 April 2016

Enquiries and information
Tel. +49 731 397 69 76
Fax +49 731 397 69 77
info@thepyramidgroup.biz

Registration process

Fill in the form and send it to:
The Pyramid Group
Seminar Registrations
Schweinmarkt 6
89073 Ulm / Germany

Fax +49 731 3 97 69 77
paul@thepyramidgroup.biz

Date and Venue

30 August - 3 September 2016
Best Western Hotel, Ulm, Germany

Course Fee

The € 975.00 course fee must be paid in advance to the following account:
Postbank Ulm, Paul East, IBAN DE92600100700516480705, BIC: PBNKDEF

IATET members: € 940.00
The fee incl. documentation, daily 3-course lunch + coffee breaks.
VAT Reg No (USt-IdNr.): DE 147 040 301

Travel Directions

Airports: The closest airports are Stuttgart and Munich
Train: Click here to go to the Deutsche Bahn website
Venue: Click here to go to a map of Ulm

Accomodation

We recommend participants book their accomodation at the Best Western Hotel in Ulm.
This avoids the need to travel to and from the course venue each day.

For other hotels in Ulm/ Neu-Ulm, please book online via the Ulm/Neu-Ulm tourist office
at www.tourismus.ulm.de or contact Susanne Baumann at baumann@tourismus.ulm.de
Tel. +49 731 161 2821

Course terms and conditions

The course fee must be paid within one week after registration has taken place unless otherwise agreed. Cancellation fee: 100 euros up to 30 days before the start of the course. If a cancellation notice is received less than 30 days but more than 15 days prior to the training date, the cancellation charge is 50% of the training fee. If a cancellation notice is received by the Training Registrar less than 15 days prior to the training date, the cancellation charge is 100% of the training fee. The Pyramid Group reserves the right to cancel the course at least five business days in advance of the course commencing. All course fees will be fully reimbursed. Court of Jurisdiction is Ulm. The Pyramid Group´s General Terms and Conditions apply throughout.

THE PYRAMID GROUP

ESP Online Training Portal

EU Projects
official partner to TU Dresden

Pyramid International partners, e.g.

Brazil	Italy	Indonesia	
Argentina	Singapore	Algeria	
Botswana	Gulf States	Saudi Arabia	
Romania	China	Tajikistan	
United Kingdom	Baltic States	Ukraine	
Russia	Korea	Morocco	
Switzerland	Zambia	Kosovo	
Vietnam	France	Bulgaria	
Austria	Spain	Iran	
Turkey	Ethiopia	Poland	
Kuwait	India	Uruguay	
Libya	Georgia	Norway	
Germany	Armenia	Sweden	
New Zealand	Serbia		

Online Training
e.g. WebEx, Adobe Connect

Second Life

Vocabulary Trainer

Translations & Interpreting
in 58 languages

eBooks World
eBooks & Print-on-Demand (POD)

PSA
Pete Sharma Associates

English for Specific Purposes (ESP)

Legal
HR
Technical
Medical
Oil & Gas
Textiles
Insurance

Construction
Logistics
Maritime
Law Enforcement & Security
Mining
…

Examinations
TOLES (Legal), MarTEL (Maritime), ILEC (Legal),
TELC (European Language Certificates),
sTANDEM (Medical), Cambridge ESOL
(Specialist English)

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Technical Word of the Week
Newsletter

French Academy