



## Course details

### Course title

Pre-Entry English: Functional skills English for work

### Course code

Q00016758

### Course date

Start: 14/05/25

End: 16/07/25

### Number of classes

17 sessions

### Timetable

Wed 14th May, 9:30 to 11:30

Tue 20th May, 9:30 to 11:30

Wed 21st May, 9:30 to 11:30

Tue 3rd Jun, 9:30 to 11:30

Wed 4th Jun, 9:30 to 11:30

Tue 10th Jun, 9:30 to 11:30

Wed 11th Jun, 9:30 to 11:30

Tue 17th Jun, 9:30 to 11:30

Wed 18th Jun, 9:30 to 11:30

Tue 24th Jun, 9:30 to 11:30

Wed 25th Jun, 9:30 to 11:30

Tue 1st Jul, 9:30 to 11:30

Wed 2nd Jul, 9:30 to 11:30

Tue 8th Jul, 9:30 to 11:30

Wed 9th Jul, 9:30 to 11:30

Tue 15th Jul, 9:30 to 11:30

Wed 16th Jul, 9:30 to 11:30

### Tutor

Jane Reed

## **Fee range**

Free to £103.60

## **How you'll learn**

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

## **Venue**

Online

## **Level of study**

Pre-Entry

## **Course overview**

Do you want to feel empowered and confident using English in your professional setting? This course is designed for anyone who wants to take their communication skills to the next level. You will: Develop a strong foundation in business English vocabulary and grammar. Practice writing clear and concise emails, reports, and presentations. Master the art of delivering impactful presentations and participating effectively in meetings. Build confidence in negotiating, giving feedback, and handling difficult conversations. Through interactive activities, role-plays, and real-world case studies, you'll gain the practical skills you need to succeed in today's global workplace. By the end of this course, you'll be able to communicate clearly and confidently with colleagues, clients, and superiors, making a strong impression and advancing your career."

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## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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