

You will find that some courses are only available for WEA members at this time, as part of member's priority booking. Courses will become available for all at 11 am on Wednesday 3rd July. Alternatively, become a WEA member today to book right away. Click on the 'Become a member' link at the top of the page.

Early booking is a membership perk for WEA members, where courses are available exclusively before becoming available for everyone else.

Got it!

Course details

Course title

Pre-Entry English: Functional skills English for work

Course code

Q00016524

Course date

Start: 12/09/24

End: 01/11/24

Number of classes

16 sessions

Timetable

Thu 12th Sep, 9:30 to 11:30

Fri 13th Sep, 9:30 to 11:30

Thu 19th Sep, 9:30 to 11:30

Fri 20th Sep, 9:30 to 11:30

Thu 26th Sep, 9:30 to 11:30

Fri 27th Sep, 9:30 to 11:30

Thu 3rd Oct, 9:30 to 11:30

Fri 4th Oct, 9:30 to 11:30

Thu 10th Oct, 9:30 to 11:30

Fri 11th Oct, 9:30 to 11:30

Thu 17th Oct, 9:30 to 11:30

Fri 18th Oct, 9:30 to 11:30
Thu 24th Oct, 9:30 to 11:30
Fri 25th Oct, 9:30 to 11:30
Thu 31st Oct, 9:30 to 11:30
Fri 1st Nov, 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

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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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