



## English Language Courses

We believe education is essential for the development of nations. We work together with students to contribute to the development of business leaders throughout the world.

T&H Management School



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## Who is this course suitable for?

Our English language courses are aimed at students, teachers of English and even business people.

## The T&H Management School

The T & H Management School is a private business school based in London in the UK and with campuses in London and Lisbon. The school offers English language courses with a strong emphasis in business and academic studies through programs at various levels, aimed at an audience of students and international executives.

We have developed several partnerships around the World to enable our students a culturally diverse experience.



## The Partnership with ISEC

The course will be taught in partnership with the Instituto Superior de Educação e Ciências (ISEC). Officially recognized in August 1991, ISEC is defined as a private institution of higher education and research, non-profit organization whose institutional mission is to deliver scientific, technical, cultural, educational, professional and human formation. ISEC is an institution of public utility.

The choice of ISEC as a partner was based on common objectives present in the two institutions - to promote qualified development, integrated and harmonious higher education - in a multicultural environment.



## Course Structure

The courses are delivered over a term (approximately six months). At the end of each term, and upon successful completion, you will get a certificate.

There are four types of courses:

### English I

Our curriculum is based on the Common European Framework of Reference (CEFR) for language learning, using methods that suit learners best.

We focus on student-centred learning and combine methodologies such as the Communicative Language Teaching (CTL) and the Task Based Learning (TBL), which provide communication and practical language usage.

Our syllabus for all courses is based on course materials from established publishers and supplemented by authentic materials. The syllabus includes: language functions and vocabulary, integrated communication skills, interaction, pronunciation and fluency practice always making the classroom activities as close as possible to real life situations.

## Business English

Our curriculum for the Business English course is based on the Common European Framework of Reference (CEFR) for language learning, using methods that suit learners best.

Following a similar approach as on our general English courses, we also focus on student-centred learning and combine methodologies such as the Communicative Language Teaching (CTL) and the Task Based Learning (TBL), which provide communication and practical language usage.

In order to ensure that you learn the most relevant vocabulary that will really matter for you in your business activities, we have selected excellent course materials from established publishers, which are always supplemented by authentic materials.

The syllabus includes: language functions and vocabulary, integrated communication skills, interaction, pronunciation and fluency practice always making the classroom activities as close as possible to real business life situations.

## English for Academic Studies II and III (EAS)

The Academic English course is designed to provide general guidance on how to write in the "academic style" required by university courses, by using methods that are best suited to your needs to achieve a high standard of academic practice in the preparation of the assignments.

Besides the use of educational handouts as the main learning resource, the activities will be often complemented with authentic materials and specialized newspapers and magazines and the Internet.

## English for Teachers

Our English Course for Teachers is suitable for participants with some experience but little training, or even those with little or no prior experience who want to work as English teachers.

We will focus on the planning and execution of lessons, training in methodologies that take into account the students' prior knowledge, their learning preferences and their current needs.

In addition, we will promote discussions on language skills, ie reading, listening, speaking and writing, which are also carried out during the course, through dynamic activities and strategically developed and will greatly contribute to the development of their professionalism and their teaching skills.

Course Specifications



# Course Specifications

On the following pages, we present the specifications for each course.

## English Course I

### Course Overview

The course will help you to develop listening, speaking, reading, writing and intercultural communication skills. In addition, you will improve all practical aspects of grammar.

### Course aims

The course objectives are:

- To improve listening, speaking, reading and writing through the analysis and understanding of short stories and excerpts.
- To enable students to become familiar with learning strategies.
- To learn more about the structure of sentences and paragraphs.
- To improve the sensitivity of students in relation to language.

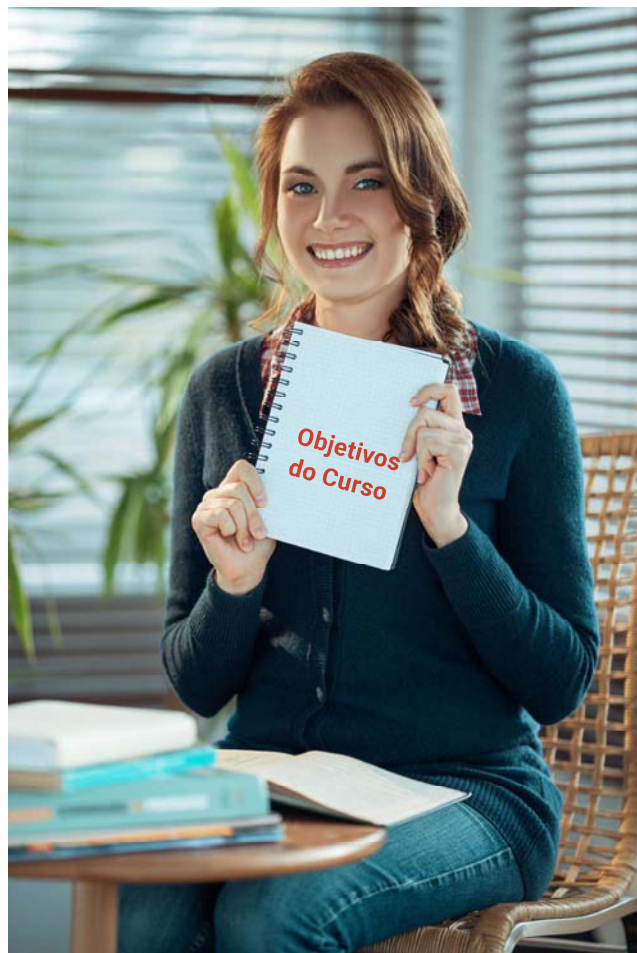
### Course Details

The course focuses on four basic aspects: listening, speaking, reading and writing. In addition, this course also involves cultural aspects. You will improve your language level and maximize your ability to use English in various day-to-day situations. While focusing on the four above-mentioned aspects, you will simultaneously practice pronunciation, vocabulary, grammar and conversation.

So the course will teach you, beginner or not, through a specialized methodology, didactic and efficient way, the grammatical structure, lexical and phonological of the English language. For non-beginner students, the course will help them review and expand previously acquired skills, improving fluency through the expansion of general and practical knowledge of the language.

Each student must meet the following course requirements:

- Spend at least four hours a week in self study, which include all tasks given by the instructor.
- Actively participate in discussions on online classroom, asking questions and giving comments or opinions, whenever requested by the instructor.
- Conduct research on the Internet and in the library, review lecture notes and handouts, study the book and carry out all other activities as requested.
- Prepare and give an oral presentation lasting 5 to 10 minutes on topics, which must be previously selected and submitted to the instructor. Each student/group will make the presentation on a different theme.
- Attend lectures, tutorials and examinations.
- Do all assigned homework.
- Hand in all assignments on due date.



## Learning Outcomes

After completing the course, students will:

1. Gain more skills in the practical use of the language.
2. Participate more actively and precisely in real-life interactions.
3. Quickly view and select unknown texts.
4. Produce short essays.

## Assessment

Assessment is divided into four phases:

<b>Exam 1</b> <b>20%</b>	<b>Exam 2</b> <b>20%</b>	<b>Oral Presentation</b> <b>20%</b>	<b>Final Exam</b> <b>40%</b>
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## English for Academic Studies II and III (EAS)

### Course Overview

The Academic English course will focus on two main aspects, namely, academic reading and writing. Therefore, this course is designed to help you succeed in the writing tasks required as part of your university course.

### Course Aims

The course objectives are:

- > Improve your academic reading and writing skills through the analysis and understanding of theories and articles of scientific nature.
- > Improve academic listening and speaking skills by attending lectures and participating in academic debates and seminars.
- > Empower you with the writing process from the search for sources to proofreading.
- > Learn more about the elements of writing from the arguments to the group work.
- > Improve accuracy in writing, dealing with abbreviations and verbal tenses.
- > Develop styles and critical approach capacity of the sources used.



## Course Details

The course will assist you through specialized, didactic and efficient methodology how to structure your academic studies in English, at both undergraduate and postgraduate levels, which may very often be rather challenging.

In addition to the academic vocabulary in English, you will also learn how to deal with research methods, style conventions, referencing and formats, often unheard of by the students.

However, the most important in the course is the systematic development of your critical thinking and logical arguments skills.

Finally, the course will help you review and expand previously acquired abilities, improving language skills through the expansion of general and practical knowledge of academic language.

Each student must meet the following course requirements:

- a) Spend at least four hours a week in self-study, which include all tasks given by the instructor.
- b) Actively participate in discussions on online classroom, asking questions and giving comments or opinions, whenever requested by the instructor.
- c) Conduct research on the Internet and in the library, review lecture notes and handouts, study the book and carry out all other activities as requested.
- d) Prepare and give an oral presentation lasting 10 to 15 minutes on topics, which must be previously selected and submitted to the instructor. Each student/group will make the presentation on a different theme.
- e) Attend lectures, tutorials and debates.
- f) Hand in all assignments on due date.

## Learning Outcomes

After completing the course, students will:

1. Gain more abilities in the academic use of the language in writing, reading and speaking.
2. Critically address the sources of researched and used material.
3. Generate coherent and cohesive scientific texts.



## Assessment

Assessment is divided into four phases:

<b>Assignment 1</b>	<b>Assignment 2</b>	<b>Oral Presentations</b>	<b>Final Assignment</b>
<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>40%</b>



# Business English

## Course Overview

The course will help you to develop listening, speaking, reading, writing and intercultural communication skills. In addition, you will improve all practical aspects of grammar.

## Course Aims

The course objectives are:

- > Focus on skills in business and language structure.
- > Provide the student with conditions to improve the four language skills through specialized learning materials.
- > Introduce key vocabulary for each competency.
- > Give basic information on intercultural awareness for working in international environments.
- > Encourage self-study combined with the activities proposed in class.

## Course Details

The course focuses on four basic aspects: listening, speaking, reading and writing. In addition, this course also involves cultural aspects. You will improve your language level and maximize your ability to use English in various day-to-day situations. While focusing on the four above-mentioned aspects, you will simultaneously practice pronunciation, vocabulary, grammar and conversation.

So the course will teach you, beginner or not, through a specialized methodology, didactic and efficient way, the grammatical structure, lexical and phonological of the English language. For non-beginner students, the course will help them review and expand previously acquired skills, improving fluency through the expansion of general and practical knowledge of the language.

Each student must meet the following course requirements:

- a) Spend at least four hours a week in self-study, which include all tasks given by the instructor.
- b) Actively participate in discussions on online classroom, asking questions and giving comments or opinions, whenever requested by the instructor.
- c) Conduct research on the Internet and in the library, review lecture notes and handouts, study the book and carry out all other activities as requested.
- d) Prepare and give an oral presentation lasting 5 to 10 minutes on topics, which must be previously selected and submitted to the instructor. Each student will make the presentation on a different theme.
- e) Attend lectures, tutorials and examinations.
- f) Hand in all assignments on due date.

## Learning Outcomes

After completing the course, students will:

1. Gain more skills in the practical and specific use of the language.
2. Participate more actively and precisely in real-life business interactions.
3. Quickly view and select unknown texts.
4. Analyse data and produce short technical essays



## Assessment

Assessment is divided into four phases:

<b>Individual Assignment</b> <b>20%</b>	<b>Group Assignment</b> <b>20%</b>	<b>Oral Presentation</b> <b>20%</b>	<b>Final Assignment</b> <b>40%</b>
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## English for Teachers

### Course Overview

The course will enable candidates to:

- ✓ Understand the theories on the acquisition of English as a foreign language;
- ✓ Teach at all levels through integrated learner-centred methods;
- ✓ Work with the four skills (speaking, listening, reading and writing);
- ✓ Improve error correction techniques;
- ✓ Develop teaching material;
- ✓ Deal with multicultural groups
- ✓ Assign efficient and attractive homework;
- ✓ Deal with different types of assessment.

### Course Aims

The course will allow the candidates to:

1. Acquire fundamental subject knowledge and familiarity with the principles of effective teaching;
2. Develop a range of practical skills for teaching English as a Foreign Language;
3. Demonstrate the ability to apply their learning in a real teaching context.



## Course Details

The course prepares candidates to face everyday situations and so they can get better results in their careers by focusing on the most important aspects that allow the candidate to become "a good teacher".

Our professionals are trained and qualified to teach both general as well as Business English courses for teachers.

Candidates will be trained through various activities such as seminars and practical classes, British and American literature; cultural aspects of English-speaking countries and training in the latest teaching and learning techniques developed for applying the methodology.

You will have all of the above in an environment with modern and comfortable facilities totally favourable to your development.

Each candidate must meet the following course requirements:

- a) Spend at least four hours a week in self-study, which include all tasks given by the instructor.
- b) Actively participate in discussions on online classroom, asking questions and giving comments or opinions, whenever requested by the instructor.
- c) Conduct research on the Internet and in the library, review lecture notes and handouts, study the book and carry out all other activities as requested.
- d) Prepare and teach lessons to be observed and assessed lasting 20 to 30 minutes each, on topics that must first be selected and submitted to the instructor. Each student will give a lesson on a different theme.
- e) Attend lectures and tutorials.
- f) Hand in all assignments on due date.

## Learning Outcomes

After completing the course, the students will:

1. Acquire more abilities in teaching English as a foreign language;
2. Acquire more abilities in the management of groups of English as a foreign language;
3. Become more aware of the student needs in the classroom;
4. Analyze data and produce more accurate and appropriate assessments for groups and for individuals.

## Assessment

The assessment is divided into two components:

### Component 1

*Planning and teaching;*

### Component 2

*written work related to the Classroom (of which there are four in total)*

The purpose of the assessment for each topic is to make candidates able to:

- a) Evaluate the student's needs, plan and teach lessons that take into account the students' prior knowledge,
- b) learning preferences and real needs;
- c) Demonstrate linguistic awareness and knowledge and suitable teaching strategies;
- d) Demonstrate knowledge of the language skills and how they can be acquired;
- e) Plan and prepare lessons aimed at developing linguistic overall competence of their students;
- f) Demonstrate an appropriate range of teaching skills as well as professional awareness and liability.



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