

## Off Campus Professional English Programs

2008-2010

The English Division at the Continuing Education Program conducted off campus English orientation programs for professionals in the year 2008 and the year 2010 for the Ministry of Social Affairs and the University Medical Center at Rizk Hospital.

### Program 1: Ministry of Social Affairs, Lebanon

**Course:** English for Professionals, Level 1 and Level 2

**Duration:** 9 weeks-3hours per week

**Skills covered:** Reading, Bussiness writing, and Grammar

**Number of attendees:** total of 25- level 1: 17 – level2: 8

**Objectives:** the Level1 and Level2 English for professional courses are designed to improve and strengthen the oral English fluency for professionals by covering subject –related material. Equally important, these courses teach learners to employ their acquired knowledge in a variety of writing topics encountered in the work environment.

### Program 2: University Medical Center at Rizk Hospital

**Duration:** 15 weeks- 7.5 hours per week

**Skills Covered:** Reading, Writing, Grammar, and Oral Fluency (all levels)

The UMC-RH English orientation program has been designed to upgrade the linguistic needs and demands required on the part of professionals to succeed on the job. The program is divided into two tracks.

#### **Track 1: Special English for Practical Nurses**

**Number of attendees: 12**

**Objective:** The aim of the course is to improve the communication skills of learners who need to use English in a nursing environment. The course is also geared to give practical nurses simple practice and exposure to current health care situations encountered in a hospital environment.

**Track 2: English for Non-Nursing Staff (administrative and managerial staff)**

**Number of attendees: total of 288:**

**Pre-Beginners: 30**

**Beginners: 101**

**Level1: 135**

**Level 2: 22**

**This track includes 4 courses targeting participants of different linguistic levels.**

**Course Objectives:**

- 1- **English for Professionals, level Pre-Beginners:** Designed to enable learners to express themselves freely as to communicate in their own words on a daily basis using subject related materials.
- 2- **English for Professionals, level Beginners:** aims at helping participants read, understand, and relay information within a text. Work related themes are presented and relevant vocabulary words and idiomatic expressions are introduced to enrich the participants' oral skills.
- 3- **English for Professionals, level 1:** The goal of the course is to integrate language instruction with the teaching of the competences essential for succeeding on the job. It is a theme based, integrated skill course which encourages both team interactions, typical of a work place through writing and communicating work related topics and ideas more effectively.
- 4- **English for Professionals level 2:** This course is designed to enhance the learners' command of English in two main aspects. First is provided with broad and thorough training necessary to develop competence of the job in each of the four linguistic skills. Second, learners will employ their acquired knowledge in a variety of business writing tasks in their work environment