



WORK-READY IN A GLOBAL CONTEXT

English for your career in the business world

About Swinburne

Swinburne University of Technology is a world-ranked university leading the way in innovation, industry engagement and social inclusion. Our education, high-quality research and industry partnerships create positive change for students, staff and the community.

At Swinburne, we understand it takes more than just qualifications to compete in today's job market. We equip our students with the knowledge and capabilities they need to establish successful careers through high-quality teaching and work-integrated learning.

World-ranked university

Swinburne is an internationally recognised research-intensive university. In 2019, we ranked 45 in the QS rankings for the world's top universities under the age of 50. This proves the success of our focus on and investment in high-quality teaching and research. It is why we are leaders in science, technology, innovation, business and design.

This program is designed for students who want to develop English skills that are essential to work in a multi-cultural business environment.

You will develop essential English skills for:

- Business negotiations
- Business meetings
- Presentation skills
- Formal emails
- Telephone conversations
- Cross-cultural interactions
- Resume writing
- Interview practice



Nationally accredited English language courses

Swinburne Academy is a member of English Australia. Over 80 per cent of students learning English in Australia choose to study with an English Australia member college. Swinburne Academy is also a member of University English Centres Australia (UECA).



QUALITY | SUPPORT | ASSURANCE



PROGRAM OUTLINE

This program is delivered fully online, in Australian Eastern Standard Time (AEST).

| TIME | MONDAY | WEDNESDAY | THURSDAY |
|---------------|----------------------------------|--|--------------------------------------|
| WEEK 1 | | | |
| 10:00 - 11:30 | Introduction to Business English | Business Speaking Telephone English | Activity with local students |
| 11:30 - 12:00 | break | break | (10:00-12:00) |
| 12:00 - 13:30 | Grammar for Business | Resume Writing | |
| WEEK 2 | | | |
| 10:00 - 11:30 | Business English Negotiating | Business English Business Trends | Guest Speaker (10:00-12:00) |
| 11:30 - 12:00 | break | break | |
| 12:00 - 13:30 | Vocabulary for Business | Job Interview practice | |
| WEEK 3 | | | |
| 10:00 - 11:30 | Business Presentations | Assessment + Feedback (including mock interview) | Workshop: How to Pitch (10:00-12:00) |
| 11:30 - 12:00 | break | break | break |
| 12:00 - 13:30 | Speaking for Business | Assessment + Feedback | Farewell (12:30-13:00) |

Please note that timetable is just a sample, actual topics & activities depend on availability.

| | |
|--------------------------------|---|
| Dates | 24 August - 10 September 2020 |
| Duration | 3 weeks |
| Suggested English Level | TOEIC 600 and Above (IELTS 4.5 and Above) |
| Delivery Mode | Online |
| Price | AUD 750.00 |

Swinburne offers a range of activities during the program, which will complement the Business English classes, including:

- 1. Buddy meet-up discussion session**
 In this session, you will be joined by Swinburne local students, to discuss selected topics, where they will be able to share their ideas and points of views from different cross-cultural perspectives.
- 2. How to Pitch Lecture**
 In this session, you will learn how to present themselves in a persuasive manner, both in business situations or interview settings, and understand the key factors of how to put their ideas forward and present their qualities and skills.
- 3. Guest speaker "The reality of working in a multi-cultural environment"**
 A guest speaker will present about his or her experience working in a multi-cultural environment, and the importance of understanding cultural sensitivity.

Further Information

Email: intlgroupprograms@swin.edu.au