

# Swinburne University of Technology

## ***3-WEEK ONLINE ENGLISH PROGRAMS***

# **Work-Ready in a Global Context & English in Real Life**

**August 2020**



## World Class, World Ranked

Swinburne 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.

### Modern and safe campuses

Swinburne is located in Melbourne, Australia, which has, for seven consecutive years, been voted the most liveable city in the world by the Economist Intelligence Unit (EIU). Melbourne's vibrant lifestyle includes Australia's best shopping, leisure and sporting events, and a renowned arts scene. Its vast multicultural community, combined with its commitment to quality education, makes Melbourne one of the world's most dynamic cities.

At Swinburne, we provide a friendly and supportive place to learn. We have small classes and modern facilities, and students receive individual attention and academic support from teachers.

### Inner-city location

Swinburne's main campus is located in Hawthorn, an inner-city suburb located only 10 minutes away from Melbourne's CBD by train. The campus is located in a vibrant shopping hub that offers students a large variety of cafes, restaurants, shops and supermarkets, as well as parks and a movie theatre right across the road from campus. In addition, apart from offering great on-campus apartments and residences, it is close to many other accommodation options.

### A wide range of study areas, including:

- Arts and Humanities
- Aviation
- Built Environment and Architecture
- Business
- Design
- Education
- Engineering
- Film and Television
- Games and Animation
- Health
- Information Technology
- Law
- Media and Communication
- Nursing
- Psychology
- Science

## Group Programs



Swinburne Group Programs are tailored short-term programs for university students, government bodies and professional groups.

Available all year round, our group programs can combine English Language lessons with cultural experiences, professional development training, teacher training, academic content, or customised English classes to suit your subject area such as Teaching English as a Foreign Language or English for Business.

As a partner of Swinburne, we can offer you and your students a range of exciting programs to suit your specific needs and requirements.

### **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).



## Work-Ready in a Global Context

*English for your career in the business world*

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

Dates	24 <sup>th</sup> August 2020 – 10 <sup>th</sup> September 2020
Duration	3 weeks, part-time
Suggested English level	IELTS 4.5 and above (TOIEC 600 and above)
Delivery Mode	Online

### Program Details

#### ➤ **Business English**

Students will develop essential English language skills for being successful in business negotiations, having cross-cultural interactions in an office, attending meetings and doing presentations in English, writing formal emails in business contexts and having appropriate telephone conversations in English.

Classes also include resume writing and job interview practice. This course is interactive and group discussions are a vital part of our learning and teaching.



#### ➤ **Activities**

Students will be offered a range of activities during the program, which will complement the Business English classes, including:

- 1) Discussion session with local students/Buddy meet-up: In this session, international students 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, students 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: A guest speaker will present about his or her experience working in a multi-cultural environment, and the importance of understanding cultural sensitivity.

## Sample Timetable

	Orientation (9:30-10.00)		
Time	Mon	Wed	Thu
<b>Week1</b>			
10.00-11.30	Introduction to Business English	Business Speaking Telephone English	Activity with local students (10:00-12:00)
11:30-12:00	Break	Break	Break
12.00- 13.30	Grammar for Business	Resume Writing	
<b>Week2</b>			
10.00-11.30	Business English Negotiating	Business English Business Trends	Guest Speaker (10:00-12:00)
11:30-12:00	Break	Break	Break
12.00- 13.30	Vocabulary for Business	Job Interview practice	
<b>Week 3</b>			
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)

\*The course is delivered in Australian Eastern Standard Time (AEST)

## English in Real Life:

### *Conversational English and Cross-cultural Communication through Australian perspective*

This program is designed for students who want to improve their English Language skills, gaining confidence in communicating and speaking in English.

Dates	24 <sup>th</sup> August 2020 – 10 <sup>th</sup> September 2020
Duration	3 weeks, part-time
Suggested English level	IELTS 3.5 - 4.5 (TOIEC 300-550)
Delivery Mode	Online

## Program Details

### ➤ **Conversational English**

This General English program will focus on improving students' speaking and communication skills, including enhancing their English vocabulary and learning useful phrases and expressions for daily conversations. The classes also include pronunciation practice and lessons about cross-cultural communication and sensitivities and introduction of multicultural communities in Australia.

This course is interactive and group discussions are vital part of our learning and teaching.

### ➤ **Activities**

Students will be offered a range of activities during the program, which will complement the English classes, including:

- 4) Discussion session with local students/Buddy meet-up: In this session, students will be joined by local students to mingle. The final week, your students will be preparing a short group presentation about their own culture to present it to our local students.
- 5) Guest Speaker: A guest speaker will have a talk about their experience learning English as a second language and how they have overcome the fear of speaking English.

## Sample Timetable

	Orientation (9:30-10.00)		
Time	Mon	Wed	Thu
<b>Week1</b>			
10.00-11.30	Conversational English Greetings and Introductions	Conversational English Occupations	Activity with locals (10:00-12:00)
11:30-12:00	Break	Break	Break
12.00- 13.30	Conversational English Interests	Conversational English Ideal jobs	
<b>Week2</b>			
10.00-11.30	Conversational English Giving Opinions	Conversational English Cross cultural communication	Guest Speaker (10:00-12:00)
11:30-12:00	Break	Break	Break
12.00- 13.30	Conversational English Current affairs	Conversational English Pronunciation	
<b>Week3</b>			
10.00-11.30	Conversational English Multiculturalism in Australia Part 1	Assessment + Feedback	Activity with locals Presentation (10:00-12:00)
11:30-12:00	Break	Break	Break
12.00- 13.30	Conversational English Multiculturalism in Australia Part 2	Assessment + Feedback	Farewell (12:30-13:00)

\*The course is delivered in Australian Eastern Standard Time (AEST)

## Program Summary & Fees

<b>Program</b>	3-week Online Program
<b>Dates</b>	Monday 24 August – Thursday 10 September 2020
<b>Class type</b>	Online, part-time
<b>TOTAL per student:</b>	<b>Partner Rate: AUD 750</b>

### Terms and Conditions:

- Please provide scores of students' previous English test (IELTS/TOEFL/TOEIC/PTE etc.) in order for us to prepare a program to best suit the students.
- Certificate of participation will be provided to students at end of the program.
- This is an online program. In order to join our classes, students need to have a **computer/laptop, internet connection, microphone** and **webcam**. All software, including **Canvas LMS, Microsoft Office Suite** and **Adobe Creative Cloud** are provided at no additional cost.
- Enrolments are subject to student numbers. Students should note that if minimum numbers are not met, the program may not run and students will receive a full refund.



## Other Information

### Fee payment

- Applications are required 4 weeks before the commencement date.
- Acceptance forms and full payment are required 3 weeks before the commencement.

### Cancellations

- Cancellations 4 weeks or more before the start of the program are entitled to a full refund.
- Cancellations received less than 4 weeks before the start of the program will not be eligible for any refund.

## Contact us

Please contact us with your specific needs and we can provide a program proposal and quote for you. We are also able to deliver these programs offshore at your campus/site.

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We look forward to working with your university and building a strong and mutually beneficial academic relationship.