

Course Information

ESOL Language Skills for Work

Campus

Matthew Boulton Campus, Jennens Road, Birmingham B4 7PS

To book a place on this course please call JobSkills@BMet on 0121 362 1174

Hours and times per week

2 days a week for 8 weeks

Duration

Courses have flexible entry points with on-going interviews, assessments and enrolment throughout the year.

Course content

If English is not your first language and you would like to improve your English through speaking and listening, reading and writing skills we can help you. This course is for all learners from beginners to advanced level. An in-depth interview and assessment will be conducted to ascertain your level of English. Our courses have a wide selection of activities to choose from, with each learner having their own learning record to chart progress. The course will cover:-

- **Speaking/Listening** e.g. making appointments/going shopping and telephone skills, preparing for job interviews
- **Reading** e.g. helping you to read signs, letters, application forms
- **Writing** e.g. form filling and writing letter.

Qualification content and levels

ESOL - Pre-Entry

- Give information about yourself
- Ask for different things
- Learn and use new words
- Listen and respond to requests
- Listen and follow instructions
- Read and write the alphabet
- Spell some personal and familiar words
- Read and understand everyday signs and symbols
- Write your name and address
- Fill in a simple form

ESOL - Entry 1 (Edexcel qualification in Reading, Writing or Speaking & Listening)

- Speak clearly to be heard and understood in simple exchanges
- Make requests and ask questions to obtain info
- Speak and listen in simple exchanges and everyday contexts
- Recognise some common words, signs and symbols
- Identify letters of the alphabet
- Read and understand a simple text about a familiar topic or experience

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Course Information

- Use written words/ phrases to record or present information
- Write a simple sentence with correct punctuation
- Spell words important to you, like your address and family names
- Write the letters of the alphabet using upper and lower case

ESOL - Entry 2 (Edexcel qualification in Reading, Writing or Speaking & Listening)

- Speak clearly to be heard and understood in straightforward exchanges
- Make requests and ask questions to obtain information
- Understand the most important parts of and participate in a discussion
- Listen to and follow short, straightforward explanations and instructions
- Use letter sounds and words shapes to work out what words say
- Read and understand words related to personal information and frequently used words
- Recognise the different purposes of texts
- Identify the main points in a text
- Use grammar and punctuation to help make your writing clear
- Use spelling methods to learn how to spell common words
- Write simple texts using present and past tense
- Complete everyday forms

ESOL - Entry 3 (Edexcel qualification in Reading, Writing or Speaking & Listening)

- Speak clearly using formal language when necessary
- Make requests/ ask questions to obtain info in familiar/ unfamiliar situations
- Express clearly statements of fact/ give explanations, accounts and descriptions
- Participate in and respect the turn-taking of others during discussions
- Respond to a range of questions about familiar topics
- Listen for detail and main points/ follow the gist of explanations, instructions and narratives
- Recognise and understand relevant specialist key words
- Read and understand words and phrases commonly used on forms
- Read and understand short descriptive and explanatory texts
- Use a dictionary to find the meaning of unfamiliar words
- Plan and draft writing using short paragraphs
- Proofread and correct writing for grammar and spelling
- Write in complete sentences using basic grammar and with correct punctuation
- Spell correctly common words and important words related to work and interests

Progression Opportunities

You will have the opportunity to work at your own speed and you can progress to the next level as soon as you are able. If successful you will gain a Trinity qualification in Speaking/Listening and Reading/Writing.

Entry requirements


All applicants will be initially assessed in order for the College to identify the right level of course for you. Applicants will need to be unemployed and provide proof of benefit in order to be assessed for full fee remission.

ID Requirements

You must bring with you Passport/Home Office Letter/ID Cards/Proof of benefit.

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