

English for Work - Crosby Community Hub - Monday Morning

| Course Name | Start Date | End Date | Site | Total Fees |
|--|------------|------------|----------------------|------------|
| English for Work - Crosby Community Hub - Monday Morning | 24/02/2025 | 24/03/2025 | Crosby Community Hub | 0.00 |

Course Description

Course overview

This course is designed to help you improve your English skills in the workplace. You will learn techniques to help you write clearly, logically and for the appropriate audience. The course will also help you improve your spelling, punctuation and grammar.

You will cover:

English skills needed in the world of work.

How to write letters, emails, articles and reports.

Advice and support around how to write CVs, how to complete job applications and how to write cover letters and personal statements for jobs.

Interview skills.

Please bring a notebook and pen to class.

Suitable for

Unemployed or those in work looking to improve their English skills for work.

Entry requirements

You must be aged 19+ on 31 August 2024 and be UK resident for at least 3 years to join this course as an adult learner, and experiencing stress in the workplace.

Delivery Method

This course will be delivered face to face at Crosby Community Hub over 5 weeks.

Fees

Free of charge.

If you need any more information, please contact our Customer Service team on 01724 297146.