### English for Specific Purposes

### Professional English in the Oil and Gas Industry

### Sample Program: week 1

|  |  |  |
| --- | --- | --- |
| Day | Topics | Learning activities |
| 1 | Course outline  Introductions - self and others  Presenting yourself and your company | DVD - listening, speaking, role play |
| Working in another culture  Culture values at work | Speaking and role play |
| 2 | Asking for and giving opinions in meetings | Listening and speaking |
| Introduction to final presentation  Giving a presentation | Choosing a topic, research, referencing  Listening - presentation skills |
| 3 | Getting to know your workmates  Note-taking and summarising | The skills of socialising and small talk - cultural sensitivity  Skills practice |
| Teach the teacher  Writing emails  Grammar | Trainees present information learnt in the workplace  Formal versus informal, common expressions  Reported speech |
| 4 | In the news  Report writing  Note-taking and summarising | Trainees summarise and present a news story  Reading and writing  Task 1 |
| Negotiating: one-to-one and in meetings  Writing about a process | Listening, speaking and role-play  Reading, linking expressions, gap-fill tasks |