### English for Specific Purposes

### Professional English in the Oil and Gas Industry

### Sample Program: week 1

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| Day | Topics | Learning activities |
| 1 | Course outlineIntroductions - self and othersPresenting yourself and your company | DVD - listening, speaking, role play |
| Working in another cultureCulture values at work | Speaking and role play |
| 2 | Asking for and giving opinions in meetings | Listening and speaking |
| Introduction to final presentationGiving a presentation | Choosing a topic, research, referencingListening - presentation skills |
| 3 | Getting to know your workmatesNote-taking and summarising | The skills of socialising and small talk - cultural sensitivitySkills practice |
| Teach the teacherWriting emailsGrammar | Trainees present information learnt in the workplaceFormal versus informal, common expressionsReported speech |
| 4 | In the newsReport writingNote-taking and summarising | Trainees summarise and present a news storyReading and writingTask 1 |
| Negotiating: one-to-one and in meetingsWriting about a process | Listening, speaking and role-playReading, linking expressions, gap-fill tasks |