



Certificate of Achievement

Medidi Mervyn Earl John

has completed the following course:

ENGLISH FOR THE WORKPLACE
BRITISH COUNCIL

This course was aimed at people learning English and who are interested in developing English language skills for employability and workplace contexts. It helped job seekers and young professionals with the English they need.

4 weeks, 2 hours per week



Michael Bibby
English Global Product Manager
British Council



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



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STUDY REQUIREMENT

4 weeks, 2 hours per week

LEARNING OUTCOMES

- Evaluate their skill set and the kind of employment they would like.
- Improve English language performance in key areas of applications and interviews.
- Reflect on the factors involved in successful applications and interviews.
- Identify the elements of working together successfully.

SYLLABUS

Finding a job

- What do you want from a job?
- Talking about likes and dislikes
- Talking about your job
- Job advertisements
- Applying for a job

Interviews

- Preparing for job interviews
- The language of obligation
- Talking about your skills and experience
- Interview technique

Starting a job

- Talking about job offers
- Line management
- Rules and regulations at work

Working together

- Meeting new colleagues
- Checking understanding
- Team building activities
- Making suggestions, agreeing and disagreeing