

Introduction to Teaching English for Technical Purposes
26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Comenius – Grundtvig funding available

Reference No. DE-2010-1014-002



Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Demand has never been so great for teachers of English for Technical Purposes.

This is due to several factors:

- English is the lingua franca of the international technical professions.
- European universities, technical universities and colleges often require their students to study at least one course in a foreign language. Most students choose English
- Business people working in the technical sectors are increasingly required to have a working knowledge of Technical English.
- There is a considerable increase in the number of courses in Technical English offered by private language schools, individual trainers and institutions of higher and further education.

6 weeks prior to the course starting, a Ning site will be specially set up for course participants. They will receive information via the site on the course syllabus, the schedule and their instructors. They will be invited to join and to post personal introductions detailing their background and experience as well as being encouraged to respond to co-participants introductions.

4 weeks prior to the course starting, participants will begin receiving a number of pre-course reading and viewing assignments which will be delivered in small batches once a week. Assignments will include web links to presentations, articles, papers and videos by a variety of Technical English professionals, including their course tutors.

This online introduction to Technical English will provide a general overview of:

- profiles of Technical English learners: their varied contexts of work and work roles
- features of 'Technical English' and ways in which it differs from other genres of English such as Business English
- Technical English learners' work related needs
- the knowledge and skills required by a technical English teacher

Assignments will be accompanied by written tasks and discussion questions, and explore web 2.0 technologies for use in class.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Your trainers

Evan Frendo, BSc (Mech Eng), LCCI Dip TEB, MSc TESP



Evan worked as a mechanical engineer for 11 years before moving into TEFL. Now based in Berlin, he works as a freelance trainer, teacher trainer, consultant and author, travelling widely in Europe and Asia to run courses and give talks. He has extensive experience in the teaching of ESP and in particular technical English, and has developed courses and in-house materials for a number of corporate clients as well as TEFL organisations. He has also authored or co-authored various books over the years, including *IT Matters* (Cornelsen, 2003), *English for Accounting* (Cornelsen / OUP, 2003), *How to teach Business English* (Longman, 2005), and the *Double Dealing Series* of coursebooks (Summertown, 2004-2006). His current passion is intercultural communication in the workplace, and in particular how relationships at work are built and managed. Evan is an ex-Honorary Secretary of IATEFL as well as an ex-Coordinator of BESIG, IATEFL's largest special interest group focussing on the teaching of Business English.

David Bonamy, A (St Andrews), MA (Lancaster), DipTESL (Leeds), ESP Author



David Bonamy is a writer, trainer and teacher trainer in the field of English for specific purposes, with a special interest in technical English. After various teaching jobs in the UK, Spain, Poland and Switzerland, David worked for the British Council for many years as a curriculum design consultant and teacher-trainer in colleges and universities in Indonesia and Egypt. He has also been head of English language training at Kuwait Airways, and principal lecturer at Singapore Polytechnic, where he taught communication skills courses to business and engineering students and delivered company-specific language training for corporate clients. David is the author of the four-level course *Technical English*, published by Pearson Longman.

John Sydes, Dip TEB



John studied Business Studies at the City of London Polytechnic and has been teaching technical and business English for more than 20 years. He is the co-author of *Tech Talk*, OUP and *The Business Pre-Intermediate*, Macmillan and is currently working on EFL course for Longman. He has trained teachers for the LCCI Cert and Dipl. Teacher of English for Business. Apart from teaching, John is the moderator of a forum for English teachers in Germany and vice-chair of Munich English Language Teachers Association.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Your trainers

Cornelia Kreis-Meyer, certified translator, technical writer, CELTA, CertTEB



Cornelia has more than 25 years of experience in technical translations (German/English) and writing technical documentation. Originally from the USA, she is now based in Stuttgart and also teaches technical and business English at the Baden-Wuerttemberg Cooperative State University (Stuttgart) and runs in-company custom-tailored English courses for engineering and manufacturing companies.

In addition to translating and teaching, Cornelia is the Vice President of the International Association of Technical English Trainers (IATET) and the Events Coordinator of the Business English Special Interest Group of IATEFL (International Association of Teachers of English as a Foreign Language).

Vicki Hollett, MA ELT, RSA Dip.TEFL



Vicki is a freelance Professional English teacher who has written many top selling Technical English and Business English courses, including two first prize winners in the English Speaking Union competition. A graduate of Reading and Essex universities, she has worked in Japan, Algeria and the UK and delivered hundreds of workshops for Technical English and Business English teachers in Europe, Asia and South America. In the past, Vicki has also trained teachers for the LLCI's Diploma in English for Business and conducted teacher training syllabus development work for Cambridge ESOL. As well as Technical English, her special interests are pragmatics and socio-linguistics. British by birth, she now lives in Philadelphia USA where she regularly teaches at the University of Pennsylvania.

Matthias Meier



Matthias Meier is editor-in-chief of 'engine', an English language teaching magazine for German engineers. Holding a degree in mechanical engineering he worked for several engineering companies before he became a freelance technology writer in 1999. In 2003 he developed the concept for a language magazine tailored to the special needs of engineers. In addition to his editorial duties he is a regular contributor to several German and international magazines.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Outline

Day 1: Evan Frendo, BSc (Mech Eng), LCCI Dip TEB, MSc TESP

Session 1: Methodology

This session will provide some theoretical background on methodologies and approaches commonly used when teaching English for technical purposes, in particular focussing on PPP (Presentation, Practice, Production), TBL (task-based learning) and CBI (content-based instruction). We will also look at the difference between role-plays and simulations, and discuss the advantages and disadvantages of each.

Session 2: Needs analysis

Needs analysis is a fundamental part of any course which focuses on technical English. This session will look at key issues, including the strengths and limitations of using needs analysis as a technique, how to establish priorities, and the client's perspective. We will look at examples of different needs analysis tools, and end with a role-play of a meeting between a trainer and a potential client.

Session 3: Course and syllabus design

Course and syllabus design is all about establishing what will happen on a course. It involves making decisions about course content, and how that content will be delivered. During this session we will look at both product and process based approaches, and focus on aspects such as negotiating a syllabus, the writing of aims and objectives, factors to take into account when designing multi-strand syllabi, and the role of evaluation.

Session 4: Authentic materials

The final session will focus on how to exploit authentic materials effectively. After a brief discussion about the meaning of „authentic“, we will look at the advantages and disadvantages of authentic materials within the context of technical English, and look at some examples from in-company courses.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Outline

Day 2: David Bonamy, MA (St Andrews), MA (Lancaster), DipTESL (Leeds), ESP Author

Session 1: Technical English vocabulary development

In this session we will consider what kind of vocabulary our students need, take a fresh look at 'semi-technical' vocabulary, discuss strategies for handling more specialised lexis and assess the use of word lists derived from authentic corpora. We will also look at some techniques for teaching and developing the vocabulary of technical English learners.

Session 2: Language form and function in technical English

In this session, we will tackle questions such as these: What kind of grammar do technical English learners need, and how should we prioritise it in the syllabus? How can we highlight a grammar point without demotivating or distracting our learners from the communicative aspects of a topic or activity? How can an awareness of patterns of discourse and genre help technical English learners?

Session 3: Published materials for technical English

In this session, we will look at a range of published ESP materials and discuss how they can be used (or adapted) to meet the needs of technical English learners.

Session 4: Technical background knowledge for the English teacher

In this workshop session, participants will be encouraged to overcome any anxieties they may have about the amount of technical background knowledge they need to master as teachers of technical English. We will discuss some practical steps for acquiring and developing a realistic level of background technical knowledge, using a range of resources, including the internet.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Outline

Day 3: John Sydes, Dip TEB, Teacher Trainer

Session 1: Using games in the techie classroom

What are the advantages and disadvantages of using games in the techie classroom? We will look at different games that can be used and which language areas they could be used to teach.

Session 2: Practical classroom ideas

In this session we will look at practical classroom ideas for teaching topics and language points that get more emphasis in Technical English

Session 3: Writing/reading skills.

What kind of texts do our techie students frequently have to read and write? What kinds of tasks can we use to help our students? In the session we will look at different types of techie texts and what kind of activities we could use with them.

Session 4: Course design

We will look at different course formats, levels and needs. Participants will work in small groups and design a course syllabus that fulfills these requirements.

Session 5: Solving problems in ESP

What kind of problems can arise when teaching ESP courses and how can we try to solve them?

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Outline

Day 4: Cornelia Kreis-Meyer, Certified Translator, Technical Writer, CELTA, CertTEB
Vicki Hollett, MA ELT, RSA Dip.TEFL

Session 1: Teaching writing skills to technical professionals Part 1/Cornelia Kreis-Meyer
We will look at what kind of written communication techie students need to produce and how it differs to general business communication.

Session 2: Teaching writing skills to technical professionals Part 2/Cornelia Kreis-Meyer
In the second part of the writing skills session we will discuss various methods and tasks we can use to develop the writing skills of our students so they can write reports, instructions, procedures and processes, scientific papers or proposals to gain funding for technical projects or to win contracts.

Session 3: People skills language in Technical English Part 1/Vicki Hollett
Participants are shown a pre-recorded presentation by Vicki Hollett on Crew Resource Management and people skills language in technical English.

Session 4: People skills language in Technical English Part 2/Vicki Hollett
Vicki Hollett's presentation is followed up by a discussion. A special task will be written to go with this presentation which is used to facilitate the discussion and will be moderated by Cornelia Kreis-Meyer.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Outline

Day 5: Matthias Meier (Editor-in-Chief of ,engine' magazine)

Vicki Hollett, MA ELT, RSA Dip.TEFL

Cornelia Kreis-Meyer, Certified Translator, Technical Writer, CELTA, CertTEB

Session 1: Exploiting technical publications / Matthias Meier

Finding suitable material for engineering students can be challenging - especially for non-engineers. The magazine ,engine' can help you with this search. It offers articles from all engineering disciplines, dictionaries, technology basics and vocabulary and grammar lessons. We will discuss examples of how to exploit the content.

Session 2: Exploiting the internet / Matthias Meier

In this session we will look at some internet resources for texts as well as audio and video files on engineering subjects.

Session 3: People skills language in Technical English Part 3/ Vicki Hollet

Vicki Hollet will tune in live via Adobe ConnectPro and discuss with participants her previous day presentation on people skills language in Technical English.

Session 4: Feedback and post-course mentoring / Cornelia Kreis-Meyer

Participants have the opportunity to give feedback on the individual sessions and discuss any other points that arise.

Procedures and instructions will be given regarding the 3-month post-course mentoring program.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Course Objectives

Introduction to Teaching English for Technical Purposes is now established as one of the leading training courses for teachers of Technical English. It aims to provide experienced, professional language teachers with the skills they need in order to be effective teachers of Technical English. This 5-day intensive course is held, designed and run by 5 of Europe's leading Technical English course and materials designers.

The course is suitable for experienced teachers of Technical English as well as teachers of English as a Foreign Language interested in moving into this rapidly expanding field of English for Specific Purposes. It is the ideal training course for teachers keen to develop their teaching skills, learn new techniques, meet new colleagues and work with high quality materials designed exclusively for Introduction to Teaching English for Technical Purposes by widely published and respected Technical English writers and teacher-trainers.

Our trainers are all of the firm belief that the role of the teacher of Technical English is to teach the English language skills needed to function effectively in the international technical community. No prior technical knowledge is necessary to participate effectively in the course, and no assumptions will be made as to participants' understanding of technical matters. However, as with all areas of ESP, an interest in our learners' work is a prerequisite for success.

Methodology

Practical and hands-on course content which can easily be applied in the work place.

Follow-up

Regular progress check on participants regarding effective integration of course content in their own teaching activities. Automatic membership in course participant network.

Opportunity to take part in follow up courses.

Introduction to Teaching English for Technical Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

Comenius & Grundtvig Funding

Important: The Pyramid ITETP courses (26 - 30 July and 28 August - 3 September 2010) have the following reference number:

DE-2010-1014-002

Comenius

Part of the Lifelong Learning Programme (2007 - 2013), Comenius seeks to develop knowledge and understanding among young people and educational staff of the diversity of European cultures, languages and values. It helps young people acquire the basic life skills and competences necessary for their personal development, for future employment and for active citizenship.

How to apply for Comenius funding?

http://ec.europa.eu/education/comenius/doc854_en.htm

For those based in Germany, please also have a look at the following website: www.kmk-pad.org - if you are based in other countries, please contact your own national organisation for more information.

http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm

Grundtvig

Launched in 2000 and now part of the overarching Lifelong Learning Programme, Grundtvig aims to provide adults with ways to improve their knowledge and skills, keeping them mentally fit and potentially more employable. It not only covers learners in adult education, but also the teachers, trainers, education staff and facilities that provide these services. These include relevant associations, counselling organisations, information services, policy-making bodies and others involved in lifelong learning and adult education at local, regional and national levels, such as NGOs, enterprises, voluntary groups and research centres.

Grundtvig - How to participate? http://ec.europa.eu/education/grundtvig/doc868_en.htm

Candidates wishing to apply for an in-service training grant for a course:

<http://ec.europa.eu/education/trainingdatabase/>

Introduction to Teaching English for Technical Purposes 26 – 30 July 2010 and 30 August – 3 September 2010

Registration

registration@technicalenglish.biz or
Fax +49 731 397 69 77

Registration form

Yes, I would like to participate in the Introduction to Teaching English for Technical Purposes course:

26 - 30 July 2010 28 August - 3 September 2010

I am interested in receiving updates on seminars and courses organised by The Pyramid Group (please tick the box).

Name / First Name

Company / Institution

Street

Postcode / Town / Country

Tel.

Fax

E-Mail

Website

Date / Signature

Minimum number of participants required: 8

Enquiries and information

Tel. +49 731 397 69 76

Fax +49 731 397 69 77

info@technicalenglish.biz

Registration process

Fill in the form and send it to:

The Pyramid Group / Seminar Registrations

Frauenstraße 93 • D-89073 Ulm

Fax +49 731 397 69 77 • registration@technicalenglish.biz

Date and Venue

26 - 30 July 2010 or 28 August - 3 September 2010

Course Fee

The € 990.00 course fee (+19 % MwSt. - € 188.10) must be paid in advance to the following account:

Sparkasse Ulm / Germany

Paul East

Kontonummer 1010514671

Bankleitzahl 63050000

IBAN DE79630500001010514671 BIC: SOLADES1ULM

IATET members: € 940.00 (+19% MwSt. - € 178.60)

Participants from outside of Germany do not pay MwSt.

The fee incl. documentation, daily 3-course lunch + coffee breaks.

VAT Reg No (USt-IdNr.): DE 147 040 301

Travel Directions

Airports: The closest airports are Stuttgart and Munich

Train: Click here to go to the Deutsche Bahn website

Venue: Click here to go to a map of Neu-Ulm

Accommodation

The Römer Villa has a large range of rooms available. Go to www.roemer-villa.de for more details. Alternatively, please

book online via the Ulm/Neu-Ulm tourist office at www.tourismus.ulm.de/hotel_index.dpx or contact Susanne Baumann at baumann@tourismus.ulm.de

Tel. +49 731 161 2821

Course terms & conditions

The course fee must be paid within one week after registration has taken place unless otherwise agreed. Cancellation fee: 100 euros up to 30 days before the start of the course. If a cancellation notice is received less than 30 days but more than 15 days prior to the training date, the cancellation charge is 50% of the training fee. If a cancellation notice is received by the Training Registrar less than 15 days prior to the training date, the cancellation charge is 100% of the training fee. The Pyramid Group reserves the right to cancel the course at least five business days in advance of the course commencing. All course fees will be fully reimbursed. Court of Jurisdiction is Ulm. The Pyramid Group's General Terms and Conditions apply throughout.

Introduction to Teaching English for Legal Purposes

26 – 30 July 2010 and 30 August – 3 September 2010

Venue: Römer Villa, Neu-Ulm / Germany

technicalenglish.biz

technicalenglish.biz is a joint venture of **The Pyramid Group** and **CKTranslations** and is a recognized leader in the field of professional Technical English training. Our customised English for Technical Purposes training programme prepares employees to deal effectively with the ever-increasing demands of English in the workplace. Our detailed approach results in employees that can perform their jobs even more productively and efficiently. We use a unique modular technical English training concept specially designed for in-company training purposes.

Paul East is the founder and managing director of The Pyramid Group which offers a range of specialist English training (ESP) as well as providing translations and interpreting in 58 languages. He is also the owner of eBooks World, an online publishing venture. Paul is the President of the International Association of Technical English Trainers (IATET), Joint Coordinator of BESIG (the world's leading Business English teachers association) and a board member of EULETA (European Legal English Teachers Association). Memberships include Arbeitskreises für Technikgeschichte, Ulm, Ulm / Neu-Ulm Marketing Club and the BVMW (Bundesverband mittelständische Wirtschaft Unternehmerverband Deutschland e.V.).

For more information on The Pyramid Group go to: www.thepyramidgroup.biz

Cornelia Kreis-Meyer is the founder and managing director of CKTranslations. She is a certified translator with over 25 years of experience specializing in technical translations in the field of cleanroom technology, automotive engineering, measuring and control technology, and civil engineering. Cornelia has been running customized business and technical English courses for over 10 years.

For more information on CKTranslations go to: www.ck-translations.eu