# English for Work

International House Manchester

## The 12-Week Programme

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| **Levels** | Intermediate (B1) and Higher (B2+) |
| **Study** | 5 hours per week, Monday to Friday |
| **Duration** | 1–12 weeks |

**12 weeks. 12 practical challenges. Real workplace communication.**

Each week focuses on an important workplace communication skill. You'll learn useful English, develop professional soft skills and complete a realistic communication challenge called **The Big One.**
Every module is a complete learning experience, so you can join the programme at any point and study for as many weeks as you choose.
Both levels follow the same programme, with activities and language adapted to your English level.

### Week 1 – Making Connections

**Practical English:**
Introducing yourself, making conversation, asking questions and building professional relationships.

**Professional skills:**
Networking, active listening, confidence and making a positive impression.

**The Big One –**
**The Networking Event**
Take part in a simulated professional networking event. Meet new people, exchange information and build useful connections.

### Week 2 – Working in Teams

**Practical English:**
Sharing ideas, making suggestions, offering help and agreeing on a plan.

**Professional skills:**
Teamwork, collaboration, listening and shared decision-making.

**The Big One –**
**The Team Challenge**
Work with a team to complete a practical challenge. Share responsibilities, solve problems and achieve a common goal.

## Week 3 – Meetings That Work

**Practical English:**
Expressing opinions, agreeing and disagreeing, asking for clarification and reaching decisions.

**Professional skills:**
Active listening, meeting participation, decision-making and building agreement.

**The Big One –**
**The Decision Meeting**
Take part in a realistic workplace meeting. Discuss different options, consider other people's views and agree on a final decision.

## Week 4 – Solving Workplace Problems

**Practical English:**
Describing problems, explaining causes, suggesting solutions and discussing consequences.

**Professional skills:**
Problem-solving, critical thinking, prioritising and working under pressure.

**The Big One –**
**The Crisis Room**
Work with colleagues to respond to an unexpected workplace problem. Assess the situation, consider solutions and agree on an action plan.

## Week 5 – Presenting with Impact

**Practical English:**
Organising information, explaining key points, giving examples and answering questions.

**Professional skills:**
Public speaking, clear communication, audience awareness and confidence.

**The Big One –**
**The Professional Briefing**
Prepare and deliver a short professional briefing. Explain important information clearly and respond to questions from your audience.

## Week 6 – Negotiating Successfully

**Practical English:**
Making offers, explaining priorities, suggesting alternatives and reaching agreements.

**Professional skills:**
Negotiation, compromise, persuasion and understanding different interests.

**The Big One –**
**The Negotiation Table**
Take part in a workplace negotiation. Represent your interests, discuss different options and try to reach an agreement.

## Week 7 – Careers and Interviews

**Practical English:**
Describing experience, explaining strengths, giving examples and answering interview questions.

**Professional skills:**
Self-presentation, confidence, professional awareness and interview techniques.

**The Big One –**
**The Interview Panel**
Take part in realistic job interviews as both interviewer and candidate. Practise presenting your experience and evaluating responses.

## Week 8 – Giving Effective Feedback

**Practical English:**
Giving constructive feedback, recognising strengths, suggesting improvements and responding professionally.

**Professional skills:**
Empathy, active listening, tact and professional development.

**The Big One –**
**The Feedback Challenge**
Take part in workplace feedback conversations. Discuss performance, recognise achievements and agree on improvements.

## Week 9 – Persuading and Pitching

**Practical English:**
Presenting proposals, explaining benefits, supporting opinions and responding to objections.

**Professional skills:**
Persuasion, creativity, audience awareness and confident communication.

**The Big One –**
**The Big Pitch**
Develop an idea and present it to a panel. Explain its value, answer challenging questions and persuade your audience.

## Week 10 – Managing Disagreements

**Practical English:**
Expressing concerns, disagreeing diplomatically, clarifying misunderstandings and finding solutions.

**Professional skills:**
Conflict management, emotional awareness, diplomacy and maintaining professional relationships.

**The Big One –**
**The Workplace Dispute**
Manage a realistic workplace disagreement. Listen to different viewpoints, reduce tension and work towards a solution.

## Week 11 – Leadership and Delegation

**Practical English:**
Giving instructions, assigning responsibilities, checking progress, managing expectations and reporting to others.

**Professional skills:**
Leadership, delegation, accountability, time management and managing upwards and downwards.

**The Big One –**
**The Project Manager**
Lead a team project. Organise responsibilities, manage priorities and deadlines, respond to problems and report on progress.

## Week 12 – Innovation and the Future of Work

**Practical English:**
Discussing trends, describing changes, suggesting improvements, predicting outcomes and evaluating ideas.

**Professional skills:**
Creativity, adaptability, critical thinking and collaborative decision-making.

**The Big One –**
The Innovation Lab
Work with a team to develop an innovative solution to a workplace challenge. Present your idea and explain how it could improve the way people work.



## How each week works

Every week follows a practical learning cycle:

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| **Monday** | Explore the workplace situation and introduce useful language |
| **Tuesday** | Develop practical English and professional soft skills |
| **Wednesday** | Practise communication skills and prepare for the challenge |
| **Thursday** | The Big One: Complete the practical workplace challenge |
| **Friday** | Review performance, receive feedback and consolidate learning |

You'll also develop your ability to communicate across cultures and use digital tools, including AI-assisted writing, where appropriate.

## One programme, two levels

**Intermediate (B1)**
Develop confidence, learn practical expressions and build your ability to communicate clearly in common workplace situations. Activities include structured support and guided practice.

**Higher (B2+)**
Develop greater fluency, flexibility and precision. Handle more complex situations, express ideas with greater nuance and communicate effectively in challenging professional contexts.
Both levels study the same weekly themes and complete versions of the same practical challenges.

## Study your way

You can join for one week, choose several modules or complete the full 12-week cycle alongside your General English course.

Each module is also available through one-to-one tuition, and we can design bespoke programmes for specific professional needs.




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