

Training and courses

VOCABULARY

LEVEL
Lower-intermediate

NUMBER
EN_BE_2315V

LANGUAGE
English





Goals

- Can correctly use simple vocabulary relating to training and courses.
- Can determine when to use expressions of frequency and duration.





I **have learned how** to use a new programme at my new company, and now I'm a better professional.

My colleague **has even learned** Spanish to improve her writing skills!



Preview and warm-up

In this lesson, you will learn how to talk about **training** and **learning new skills**.



I have **taken an IT course** at my company.



Vocabulary

to learn how to

to train

**to receive
training**

**to manage a
team**

to improve

to take
(+duration)

**to learn a new
skill**



to last
(+duration)



Examples



I **learnt how to sing** at a workshop.

She **receives training** at her company every year.



I speak English well, but I want to **improve**.

She wants to get a better job. She should **learn a new skill**.





Examples



The cooking course **lasts** for 2 weeks.

This English course **takes** 2 weeks to complete.



He has learnt how to **manage a team** during his internship.



Find the right match

What is the correct ending for each sentence?

1. This course lasts...

a) ...I want to improve my pronunciation.

2. I speak Spanish well, but...

b) ...and I don't have to pay for it.

3. I should learn a new skill...

c) ...for two weeks.

4. I receive training at my company...

d) ...if I want to get a promotion.



Put these words in the right order

This course

for

two weeks

lasts

improve

my

English skills.

I need to



I want to improve speaking
English on the phone!

week.

training

every

I receive



Put these words in the right order

a team.

manage

three days

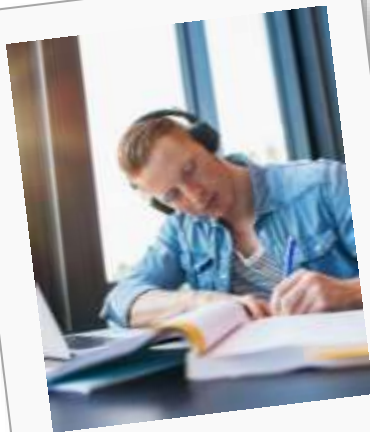
The course

how to

I have learned

to complete.

takes



Let's learn!

I learn

Where can

manage a team?

how to



Pick a card

Choose a card and create a sentence!



language course



I took a **Spanish course** last week.

IT course



I took an **IT course** to learn how to use PowerPoint.

technical course



I learnt how to write better when I took a **technical course**.

team building



My company plans **team building** activities for the team to socialise.

hard skills

Hard skills are specific things you can do that are easy to evaluate

They can be speaking a language, programming, using software!



Can you code? That is an important **hard skill**.

soft skills

A soft skill is something you can do that is more personality based.

It can be teamwork, flexibility, patience, staying motivated!



Motivation is one of my best **soft skills**.



Examples



I took an **English course** last semester.

The **IT course** lasted for 3 weeks.



This **technical course** takes 2 days to complete.



Examples



Do you participate in **team building** activities?

Knowing how to use Photoshop is a **hard skill**.



It is difficult to learn **soft skills**.



Match

Read the problem each employee is having then match them to an appropriate training course.

image editing
for beginners
course



"I can't speak English well." - John



"I don't know how to use Photoshop." - Katie

public speaking
course

team building



"I'm scared of giving presentations." - Tom



"I don't know my team well." - Sarah

language
course



Place these in order of importance to you and your career

Learning how to
speak English

Learning how to
write quickly

Learning how to
speak in public

Learning how to
work well in a
team

Learning how to
manage a team

Learning how to
be organised



What is happening in these pictures?





Discuss together

**Would you like to
take a training
course at work?**



**Which one and
why?**



Vocabulary for frequency and duration

every

every day, every week, every month, every year

last

last week, last month, last year

times

three times a day, two times a week, ten times a year...

for

It lasts for two hours, three days, a month...



Speaking

What are some things you do or did...



every day?

every week?

last month?

last year?



Discuss

Choose one word and create a simple sentence!



training

technical
course

language
course

IT course

team building
activities

improve

learn a new skill

receive training

soft skills



Game

Imagine you are the boss at your own company.

One day, you notice your team is not getting good results.

They need more training.

What can you do?

What type of courses and training can you give?





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer Key

Exercise p.8

1. C
2. A
3. D
4. B

Exercise p.9

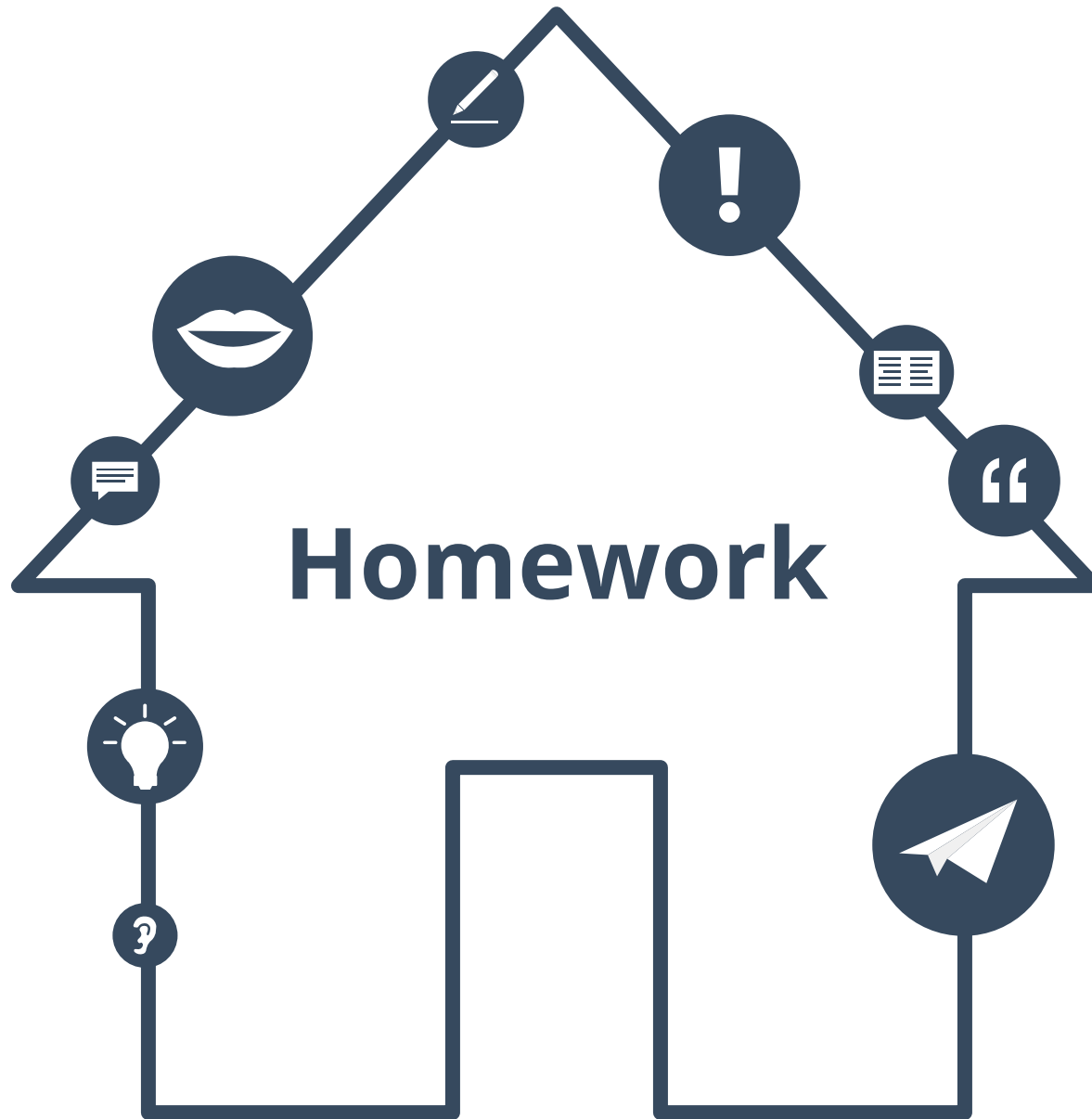
This course lasts for two weeks.
I need to improve my English skills.
I receive training every week.

Exercise p.10

I have learned how to manage a team.
The course takes three days to complete.
Where can I learn how to manage a team?

Exercise p.20

John – language course
Katie – image editing for beginners course
Tom – public speaking course
Sarah – team building





What is the correct order? Create sentences.

A

I completed

a course

last

week.

B

I have

training

at my company.

received

C

activities.

participated

in team
building

I have

D

soft skills.

to improve

my

I need



Writing

**You are working for a company.
You feel like there are some things you need to improve.
Ask your manager for more training. What courses do you
need?**

-

□

×

To:

Subject:

Dear Mr. Smith,



Homework answer key

Exercise p.32

1. I completed a course last week.
2. I have received training at my company.
3. I have participated in teambuilding activities.
4. I need to improve my soft skills.



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