



CERT IBET

Certificate in International Business English Training

International House London is known for teacher training and we are pleased to offer the **Certificate in International Business English Training**. This is a specialist qualification for Business English trainers, moderated by **ENGLISH UK** and **LanguageCert**.

The course aims to enhance the skills, expertise and competitiveness of Business English teachers. It is also designed to increase your employability and improve your ability to deliver a quality product to this very specialised group of clients.

Entry Requirements

We usually require applicants to have a first degree, a relevant English language teaching qualification and a minimum of one year's English Language Teaching (ELT) / Teaching English to Speaker of Other Languages (TESOL) experience.

Candidates' English must be of CEFR C1 standard.

Some business English teaching experience will be helpful, but it is not essential.

The course will be appropriate both for experienced general English language teachers, and people from the business world who are also ELT qualified, who wish to move into business English teaching.

Course aim

The course aims to assist language teachers of general English to acquire a good working range of knowledge and practical skills necessary for the effective planning and teaching of 'English for Business'. 'English for Business' means teaching English to people who are working in business, who need to improve their language skills. The course will help you as the teacher to understand the client's needs and plan their English course.

The course does not teach Business as a subject.


The course is not intended for those with substantial experience in teaching English for Business.

Course details

We offer this course face to face three times a year. It's a 50-hour course running over two weeks, from Monday to Friday. Classes take place from 09:00 to 12:00 and 13:15 to 15:15.

Daily Timetable:

- **9.00 – 12.00** Input and discussion
A three-hour session every day, this consists of seminars, workshops and discussions.
- **1.15 – 3.15** Input, discussion and presentations
A two-hour session every day, with further seminars and workshops. These sessions will sometimes involve participants giving presentations.



In addition to the above timetabled activities, course participants will spend time on the following:

- Homework tasks - these will usually be related to topics discussed during the input sessions and course participants should expect to spend a considerable amount of time on them.
- Self-study sessions – these will normally include observation (on video) of business English classes.

Course Programme

- There are 11 core modules:
- Definitions of business English
- Concepts and language in a business context
- Needs analysis and research
- Course and syllabus design
- Materials and resources
- Approaches and methods
- Internationalism: ELF, cross-cultural awareness in business
- Teaching oral business communication skills: meetings, negotiations, telephoning and presentations
- Teaching business writing: correspondence and reports
- Evaluation and assessment: evaluating programme aims; teaching for business English exams

Other areas of business English teaching, such as working in-company and One to One Teaching, may also be covered depending on the preference of the group.

Course assessment

Participants must attend and participate in all components of the course. Then, for full certification, they must submit a written project based on their practical teaching experience (3000 – 4000 words). This will be submitted within twelve weeks of the end of the course, marked by IH London and then moderated by LanguageCert/ ENGLISH UK.

This is the assessment which makes you Cert IBET qualified.

How to enrol on a course

For **Face-to-face** CERT IBET, complete the online form at the bottom of this page:

<https://www.ihlondon.com/course/certificate-in-international-business-english-training-cert-ibet/>

For Online CERT IBET, complete the online form at the bottom of this page:

<https://www.ihlondon.com/course/certificate-in-international-business-english-training-cert-ibet-online/>

You will then receive the application form by email. Complete, save and return it to infott@ihlondon.com

Once we have received the form we will respond to you within one week to advise you of the results and discuss the next steps.