

free

# ENGLISH CLASSES

*to help UNSW staff develop language and communication skills for the workplace*

## Who is eligible

All staff members of UNSW (professional, technical, academic, permanent, short-term and casual contract staff) who would like to improve their English communication skills. Classes take place on Campus during work hours.

## What services are available?

### Group Classes

2 hour classes which cover areas such as writing skills for administrative and academic purposes, telephone skills, pronunciation, seminar presentations.

### Individual Consultations

One-on-one help can be given in any area.

### Individual Learning Programs

Can be set up for study at home or in the Library Support Unit located at UNSW Institute of Languages, L5, 223 Anzac Parade, Kensington.

### Further Details

Please visit [www.languages.unsw.edu.au](http://www.languages.unsw.edu.au) for more information and to enrol online.

## Who do I contact?

If you are interested or know of anyone who may be interested contact:

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Senior/Specialist Teacher,  
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# 2009 WORKPLACE ENGLISH CLASSES

DATE	COURSE NAME	COURSE AIM
6 January 2009	English Grammar	Further develop your English grammar skills
7 January 2009	Conversation at Work	Become a more confident speaker in a variety of work contexts
10 February 2009	Report Writing	Improve your report writing skills
11 February 2009	Working in Australia	Improve your speaking and listening skills in an Australian work context
5 May 2009	Oral Presentations	Improve your presentation skills in terms of language and pronunciation
6 May 2009	Telephoning in English	Further develop your telephoning skills
21 July 2009	Vocabulary Development	Develop your vocabulary as well as your learning skills
22 July 2009	Pronunciation Skills	Improve your fluency and confidence in spoken communication
13 October 2009	Writing and Grammar	Further develop your writing and grammar skills in a work context
14 October 2009	Speaking Skills	Become a more fluent and confident speaker, both socially and at work