

Work-Ready in a Global Context

English for your career in the business world

オーストラリア・メルボルンにあるスウィンバン工科大学では夏季短期オンラインプログラムを開講します。

コロナウィルスの影響により夏休みを利用した短期研修ができない今夏、本学では主に日本の大学生の皆様のために Work-Ready in Global Context と English in Real Life の 2 つの異なるテーマのプログラムをご用意いたしました。

それぞれのコースでは英会話力、コミュニケーションスキル向上はもちろんのこと、異文化理解を深めることができるカリキュラム構成になっています。

英語力が中級～上級あり、「いつかは外国で働いてみたい」、「就職活動は英語を武器に、英語を使って仕事をしたい」という学生の皆様必見!

Work-Ready in Global Context のプログラムでは、ビジネスシーンで必須の英語スキルを学んでいきます：

- ネゴシエーションスキル
- ミーティングやプレゼンテーションスキル
- 英語ビジネス E メール
- 英語の履歴書の書き方、インタビューのコツ

この英語のスキルに加え、下記のアクティビティが含まれます：

- オフィス内での異文化交流、コミュニケーション理解
- 体験談
- スウィンバン大学のオーストラリア学生との交流、意見交換
- インタビューやビジネスシーンで「自分を売る」コツ (How to Pitch)

開講日程	2020年8月24日～9月10日
期間	3週間、週8時間 (サンプルタイムテーブルはチラシを参照してください)
目安の英語力	TOEIC 600 以上、IELTS 4.5 以上
価格	AUD 750

皆様のご参加を、本学スタッフ一同心待ちにしております。

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About Swinburne

Swinburne University of Technology is a world-ranked university leading the way in innovation, industry engagement and social inclusion. Our education, high-quality research and industry partnerships create positive change for students, staff and the community.

At Swinburne, we understand it takes more than just qualifications to compete in today's job market. We equip our students with the knowledge and capabilities they need to establish successful careers through high-quality teaching and work-integrated learning.

World-ranked university

Swinburne is an internationally recognised research-intensive university. In 2019, we ranked 45 in the QS rankings for the world's top universities under the age of 50. This proves the success of our focus on and investment in high-quality teaching and research. It is why we are leaders in science, technology, innovation, business and design.

This program is designed for students who want to develop English skills that are essential to work in a multi-cultural business environment.

You will develop essential English skills for:

- Business negotiations
- Business meetings
- Presentation skills
- Formal emails
- Telephone conversations
- Cross-cultural interactions
- Resume writing
- Interview practice



Nationally accredited English language courses

Swinburne Academy is a member of English Australia. Over 80 per cent of students learning English in Australia choose to study with an English Australia member college. Swinburne Academy is also a member of University English Centres Australia (UECA).



QUALITY | SUPPORT | ASSURANCE



PROGRAM OUTLINE

This program is delivered fully online, in Australian Eastern Standard Time (AEST).

TIME	MONDAY	WEDNESDAY	THURSDAY
WEEK 1			
10:00 - 11:30	Introduction to Business English	Business Speaking Telephone English	Activity with local students
11:30 - 12:00	break	break	(10:00-12:00)
12:00 - 13:30	Grammar for Business	Resume Writing	
WEEK 2			
10:00 - 11:30	Business English Negotiating	Business English Business Trends	Guest Speaker (10:00-12:00)
11:30 - 12:00	break	break	
12:00 - 13:30	Vocabulary for Business	Job Interview practice	
WEEK 3			
10:00 - 11:30	Business Presentations	Assessment + Feedback (including mock interview)	Workshop: How to Pitch (10:00-12:00)
11:30 - 12:00	break	break	break
12:00 - 13:30	Speaking for Business	Assessment + Feedback	Farewell (12:30-13:00)

Please note that timetable is just a sample, actual topics & activities depend on availability.

Dates	24 August - 10 September 2020
Duration	3 weeks
Suggested English Level	TOEIC 600 and Above (IELTS 4.5 and Above)
Delivery Mode	Online
Price	AUD 750.00

Swinburne offers a range of activities during the program, which will complement the Business English classes, including:

- 1. Buddy meet-up discussion session**
 In this session, you will be joined by Swinburne local students, to discuss selected topics, where they will be able to share their ideas and points of views from different cross-cultural perspectives.
- 2. How to Pitch Lecture**
 In this session, you will learn how to present themselves in a persuasive manner, both in business situations or interview settings, and understand the key factors of how to put their ideas forward and present their qualities and skills.
- 3. Guest speaker "The reality of working in a multi-cultural environment"**
 A guest speaker will present about his or her experience working in a multi-cultural environment, and the importance of understanding cultural sensitivity.

Further Information

Email: intlgroupprograms@swin.edu.au