

International House Certificate in Teaching Business English (IHBET)

Delivery format: online (asynchronous)	Course length: 15 weeks plus 2 weeks portfolio collation
	Weekly hours: approx. 5 - 7 hours plus time for the final assignment

Course objectives

This course is designed to give EFL teachers a basic grasp of the main issues and techniques involved in teaching Business English so that you can feel confident enough to go away to experiment and discover for yourself in the classroom.

It provides an introduction to the business world for those teachers who have little experience of it and builds on the knowledge and experience of those who are new to teaching Business English.

The content is intended to give participants the necessary skills and knowledge to start teaching Business English, and also prepares them to take the LCCE FTBE exam if they so wish.

You are not required to be teaching a Business English class to take the course, but access to a Business English class is desirable as this will give you a greater option of tasks to select from on the course

Course content

The IH BET course contains 30 modules divided into 3 strands: basic business awareness, professional skills and methodology and materials outlined below:

Basic Business Awareness	Professional skills	Methodology and materials
Course introduction	Strand introduction	Learner-centred approaches
Business speaking skills	Needs analysis	Approaches to classroom practice
Business writing skills	Syllabus design	The lexical approach
Corporate structure	Principles of lesson planning	Practising speaking skills
Marketing	“The client approach” to teaching executives	Practising writing skills
Sales	Conducting feedback	Using authentic materials
Accountancy		Adapting published materials
Banking		Adapting materials from video and radio



Markets		The numerical-graphical approach
Human Resources Management 1		Business games
Human Resources Management 2		Creating your own materials
Product Development and production		

Mode of assessment

- 1500 word reflective assignment
- 1500 word portfolio of 7 tasks

There is no assessed teaching. The assignment is externally marked by the IHWO Assessment Unit. Certificates are awarded for satisfactory completion of the assignment and portfolio.

Is this course for you?

It is suitable for teachers who have just completed the CELTA and for General English teachers who want to diversify into Business English.

Location

The course is run online and requires regular/daily access to the internet with a good connection.

Tutors

The course is run by qualified online tutors who will guide trainees through the online sessions and assess the portfolio.

Time commitment

It is a 15 week course plus 2 weeks for portfolio collation. It is expected that you will spend a minimum of 5 hours a week studying with extra time for the final assignment.

Contact

If you have any questions please email shaun.wilden@ihworld.com.

