



## Course details

### Course title

Beginners Language for work

### Course code

Q00027833

### Course date

Start: 05/08/26

End: 26/08/26

### Number of classes

4 sessions

### Timetable

Wed 5th Aug, 9:30 to 15:30

Wed 12th Aug, 9:30 to 15:30

Wed 19th Aug, 9:30 to 15:30

Wed 26th Aug, 9:30 to 15:30

### Tutor

Catherine Rendle

### Fee range

Funding available - £192.00

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

### Venue

Clovelly Centre (Southampton)  
60-68 Clovelly Road  
Southampton  
SO14 0AU

## **Course overview**

This course is funded by the Department for Education and only open to residents living in non devolved authorities. Beginners Language for Work (Entry 1) supports adults who want to develop basic English skills for everyday workplace communication. The course introduces simple speaking, listening, reading and writing tasks based on real work situations, such as greeting colleagues, asking short questions, describing routines and understanding brief instructions. Learners build essential workplace vocabulary and practise using clear, simple English with colleagues, supervisors and customers. Activities include pair work, role play, picture based tasks and short reading and writing exercises linked to common workplace documents. Learners also develop early communication strategies, including checking understanding and using polite language, helping them gain confidence for entry level work roles or further ESOL study.

## **Course description**

Beginners Language for Work (Entry 1) is designed for adults who want to develop the essential English skills needed for everyday workplace communication. The course focuses on practical speaking, listening, reading and writing tasks that reflect real work situations. Learners practise asking and answering simple questions, describing basic routines, understanding short instructions and reading simple workplace information such as signs, timetables, labels and notices. The aim is to help learners feel more confident using English in common workplace interactions.

Activities include role play, pair work, workplace vocabulary tasks, short reading activities and guided writing linked to familiar work settings. Learners explore everyday workplace scenarios such as starting a shift, asking for help, talking to colleagues, reporting simple problems and understanding basic safety information. The course also introduces key employability language, including job titles, tools, equipment and simple responsibilities, helping learners recognise and use vocabulary they may encounter in entry level roles.

Throughout the course, learners develop confidence using English in a supportive environment and practise strategies such as checking understanding, asking for clarification and using polite language. By the end of the course, learners will feel more prepared to communicate in routine workplace situations and will be ready to progress to Intermediate Language for Work (Entry 2) or other work related ESOL courses.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/5-august-beginners-language-work>