



Course details

Course title

English For Work Readiness

Course code

Q00027447

Course date

Start: 02/09/26

End: 24/09/26

Number of classes

8 sessions

Timetable

Wed 2nd Sep, 13:30 to 16:30

Thu 3rd Sep, 13:30 to 16:30

Wed 9th Sep, 13:30 to 16:30

Thu 10th Sep, 13:30 to 16:30

Wed 16th Sep, 13:30 to 16:30

Thu 17th Sep, 13:30 to 16:30

Wed 23rd Sep, 13:30 to 16:30

Thu 24th Sep, 13:30 to 16:30

Tutor

Imogen Draper

Fee range

Funding available - £192.00

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

Venue

Online

Level of study

E

Course overview

This course is funded by the West Midlands Combined Authority and is only available to residents living within the West Midlands Combined Authority area. English for Work Readiness (Entry 3) develops the language needed for more complex everyday and work-related communication. Learners practise taking part in discussions, understanding longer explanations, reading everyday documents and writing short paragraphs. The course builds confidence in communicating independently at home, in the community and in work-related situations. Activities focus on real-life tasks such as making arrangements, giving opinions, understanding procedures and writing clear messages. This course prepares learners for Level 1 ESOL course such as English for Work and Study or entry-level employment.

Course description

English for Work Readiness (Entry 3) supports learners who want to develop the English skills needed for more detailed and independent communication. The course introduces tasks that require greater accuracy, fluency and understanding. Learners practise taking part in discussions, giving opinions, making arrangements and understanding longer explanations in everyday and work-related settings.

Reading tasks include everyday documents such as emails, leaflets, instructions, short articles and workplace information. Learners also develop writing skills by producing short paragraphs, writing clear messages, completing forms and writing simple emails. Activities include group discussions, role-play, reading tasks, guided writing and problem-solving activities.

The course helps learners develop strategies for effective communication, such as summarising information, asking detailed questions, clarifying misunderstandings and using appropriate tone and register. Learners also explore real-life scenarios such as appointments, community services, travel, work-related communication and dealing with everyday problems.

By the end of the course, learners will be ready for Level 1 ESOL courses such as English for Work and Study or entry-level employment pathways.

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.

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