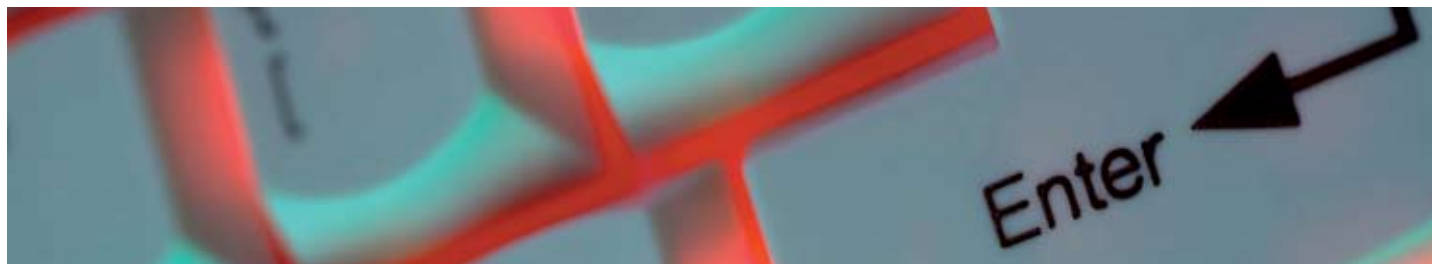


English at work

**Red Kite
Learning**

ESOL (English for Speakers of Other Languages) at Work is an opportunity for people to gain confidence and improve the English language skills needed on a daily basis in the workplace. Courses are bespoke, allowing learners to apply new communication skills immediately to their job with improved reading, writing, speaking and listening.



Flexible

Delivered within the workplace or at a Red Kite Learning centre, at a time that suits both you and your employer.

Free

Funded by the European Social Fund (ESF), the London Development Agency (LDA) and the Learning and Skills Council (LSC).

Relevant

Learning will be directly related to your job and communication needs, including key areas such as Health and Safety and Customer Care.

Develop real skills for real situations, such as:

- Filling in forms for payroll, accidents and time-off.
- Improving your work-related vocabulary and pronunciation.
- Taking telephone messages accurately.
- Appropriate language usage (formal and informal) when speaking and writing.
- Reading and understanding messages, notices, instructions, Health and Safety signs and company procedures.

- Giving instructions and information clearly to colleagues and customers.
- Contributing to team meetings.
- Writing letters, with improved spelling, punctuation and grammar.
- Proof-reading your writing.

Gain a Qualification

City & Guilds Certificate in ESOL Skills for Life, at Entry 1, Entry 2 or Entry 3.

City & Guilds Certificate in ESOL for Work, at Entry 3 or Level 1.

One assignment is used to assess the whole qualification, which you can take whenever you are ready. For more information about these qualifications, visit www.cityandguilds.com.

Move On

On completion, you can advance to further learning opportunities to achieve another qualification. You will also be in a better position to advance in the workplace and in your career.

**For more information: Tel 020 7378 5497
workbasedlearning@rkl.org.uk www.rkl.org.uk**