



## NATIONELLT CENTRUM FÖR FLEXIBELT LÄRANDE

### The Swedish Agency for Flexible Learning

### Welcome to English at Work for NGOs

#### Aim

**English at Work for NGOs** has been designed to help people employed by Swedish NGOs who use English as a working language. It is intended to develop the skills needed to efficiently and effectively carry out their work. To achieve this goal, this site consists not only of coursework, but also a bank of resources including useful links, and a bulletin board for communication between other people working for NGOs.

#### Rationale: Flexibility

The rationale behind this course is flexibility regarding time, relevance and preferred learning style. Flexibility regarding time means that you can do the course any time during the twelve-month period after you enrol. In that period a teacher will be available for feedback on written work and consultation. Flexibility regarding relevance means that you are free to choose the course sections, exercises and activities that are relevant for you. You do not have to do the whole course. Flexibility regarding learning style means that you can choose whether you would like to get course input by using the recorded material, the written input sections or a combination of both!

#### Content

##### Coursework

Several key areas have been identified: [writing letters](#), [writing reports](#), [participating in meetings](#), [preparing instructions](#), [social English](#), [varieties of English](#) and [the special vocabulary needed for NGOs](#). These areas form the core of the course and are represented as separate units.

Each unit includes an introduction, input, exercises and a section called “**Over to you**”. In the **Over to You** section you will find send-in tasks that are to give you a chance to get feedback on your work. We consider the send-in tasks to be

the heart of the course and hope that you take advantage of the opportunity to get feedback on your work.

### **Contact**

Under this heading you will find the e-mail addresses of your teachers and a forum for contacting other course participants. We hope that course participants will use this forum for sharing their own ideas and experiences. Language is “living”; it changes. An active exchange could be an effective tool for helping us to keep up-to-date on current usage.

### **Phrases**

Under this heading you will find lists of stock phrases used in different social situations such as, telephoning, letter writing, meetings. This is part of the reference material that you might want to print out. They are presented as printable files.

### **Writing**

This reference section has more exercises for written English and reference material.

### **Wordlists**

This section includes a collection of professional vocabulary lists. It is under construction. You may find a wordlist that is relevant for your profession.

### **Links**

The internet is a fantastic source of material for people interested in improving their English. Here is a selection of internet addresses that we have found useful.

### **Language**

More exercises and Swenglish

### **Help**

This section covers various areas where help might be needed. Keep a check on the Frequently Asked Questions (FAQ) section for the latest information.

**Getting started**

After you have familiarized yourself with the course layout and looked at the explanations under the key button on the coursework page you are ready to get started.

The best way to work your way through the course is to pick a unit that you find relevant and start to work! At the end of each unit are some suggested assignments. Send them as e-mail attachments to your teacher and you will receive feedback.

We look forward to working with you on this course.

CFL English Language Department