

**ESTON TRAINING**

Training Today for Success Tomorrow



## **“English at Work” Diploma Course (EDL6)**

**An ESTON Training Distance Learning Course  
(with full tutorial support)**

This tutor-assessed training course takes you back to basics by describing the main “Parts of Speech”, which are the building blocks of the English language. You are then introduced to the finer points of sentence construction and you are given tips on spelling, grammar and how to avoid common writing mistakes.



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## About this Course

The “**English at Work**” Diploma training course comprises fourteen parts that build into the most comprehensive English language study programme of its kind available today. The subjects covered include How to Improve your Writing, Parts of Speech, Nouns, Pronouns, Adjectives, Verbs, Adverbs, Prepositions, Conjunctions, Phrases and Sentences, Simple, Compound and Complex Sentences, Active and Passive Voice, etc., which are all of great practical value for those who wish to succeed in the workplace by communicating effectively in English. When you have completed this easy-to-follow course, your knowledgeable and authoritative use of English will ensure that you stand out from the crowd.

## Aims

This course is designed to improve the standard of spoken and written English that you use at your place of work, and it uses examples based on real work situations. It also prepares you to obtain an **ESTON Training Diploma**, which is a professional vocational qualification, which is widely recognised and accepted throughout the English-speaking world. The course is designed primarily as a **career-development course**, which guarantees to greatly improve your knowledge and use of the English language, and to make certain that you develop and perfect a professional style of business and commercial writing.

## Syllabus

The complete syllabus is designed as a comprehensive training programme, by proven career professionals with many years experience; the programme examples and exercises include many references from actual work situations. The relevant and cogent study topics are presented in a number of **Parts** and progress is assessed via stimulating and constructive **Exercises**. Relevant to your background and experience, they provide training that is both practical and realistic. The course is updated regularly to reflect advances in technology, or new training methodologies and does not rely on outdated text books.

The **Study Topics** and **Exercises** are provided in fourteen parts as listed below:

### List of Study Topics in Parts 1 to 14

No.	Study Topic		No.	Study Topic	
1.	Introduction	Part 1	20.	Subject and Predicate	Part 7
2.	Standard of English		21.	Your Second Writing Assignment	
3.	Parts of Speech		22.	The Object	Part 8
4.	A Rhyme to help you Remember...		23.	Simple, Compound and Complex Sentences	
5.	How to Improve your Writing		24.	Word Exercises (1)	
6.	Typical Editing Checklist		25.	Clauses	Part 9
7.	Nouns	Part 2	26.	Singular and Plural Words	
8.	Pronouns		27.	Tenses	Part 10
9.	Adjectives	Part 3	28.	Word Exercises (2)	
10.	Verbs	Part 4	29.	Your Third Writing Assignment	
11.	Split Infinitive		30.	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Person	Part 11
12.	Misused Words (1)		31.	Misused Words (3)	
13.	Your First Writing Assignment		32.	Active and Passive Voice	Part 12
14.	Adverbs	Part 5	33.	Present and Past Participles	
15.	Misused Words (2)		34.	Punctuation	Part 13
16.	Prepositions	Part 6	35.	Spelling	Part 14
17.	Idioms		36.	Your Final Writing Assignment	
18.	Conjunctions		37.	Course Completion	
19.	Phrases and Sentences	Part 7			

## EDL6 Course Structure

Within a few working days of receiving your Enrolment Form and payment, we will send you the complete course, via **MailBigFile**.

Each part contains **Study Notes** for you to read, and **Exercises** for you to complete, which together form a permanent reference for you to use during and after the course. After you complete each part, and forward your completed exercises to your tutor, your tutor will return a **Tutorial Response** within three working days, with detailed advice and/or a specimen answer. You can take as much time as you need to complete the course; although, we do apply a 12-month limit for the tutorial support for contractual reasons. However, in exceptional circumstances you can apply for an extension to this period, without incurring an extra charge.

## Qualifications

The ESTON Training “**English at Work**” Diploma course prepares you for a nationally and internationally recognised vocational qualification.

## ESTON Training Diploma

This course covers the entire syllabus for a diploma in “**English Language**”.



A Sample ESTON Training Diploma

You are encouraged to complete all of the course work; ESTON Training’s students traditionally achieve excellent results. Many students have achieved distinctions, which are awarded to denote outstanding course work.

Although this course prepares you fully for a vocational qualification, it does not stop at the theoretical aspects of using English in the workplace. It also ensures that you are well equipped to deal with the practical side of using the English language at a management level through written examples and exercises.

If you successfully study **EDL6** you will receive an **ESTON Training Diploma** provided that your tutor-assessed course work attains the required overall grade.

## Distance Learning

This “**English at Work**” course is a distance learning training package. But what exactly is distance learning?

### Training without Classrooms

Distance learning is **the** training method for the 21<sup>st</sup> century. Training on a major subject usually calls for a lengthy, and often inconvenient, period of work release. Courses are expensive and accommodation costs are high. This means that traditional classroom courses tend to be too short to cover the subjects well. Additionally, the work backlog that greets your return to work often means that you don't get the chance to introduce new ideas while they are still fresh in your mind. Many intended innovations and new procedures never see the light of day.

### Freedom to Learn

Distance learning overcomes all of these barriers. It is now one of the main teaching techniques used by industry, commerce and higher education. Participants do not need to be released from work, the training is cheaper than classroom fees, and there are no additional accommodation costs. The course contains all the training material required and gives you the freedom to learn at your own pace. You can implement new ideas as the course progresses. Instead of being one in a class of many, the only participants in distance learning are you and your personal tutor.

### ESTON Training Tutors

The best way to assess your performance and identify weaknesses is to have your work critically assessed against objectives and acknowledged standards by expert tutors, with many years English language experience at the highest levels.

### Personal Attention

Thoroughness of the personal tutorial is recognised by individuals and companies alike as a special and commendable feature of ESTON Training's courses. Although you will be allocated a personal tutor, he or she may well call upon another opinion where a particular expertise or aptitude is required.

ESTON Training's tutors are all experienced professionals, with extensive subject knowledge and experience gained at the highest levels within industry and commerce. All of their know-how is available to you as you progress through the training course.

## Help and Advice

Although your exercises and writing assignments are designed for submission and return by e-mail, you are always welcome to telephone for additional help and advice or if you need a particular point clarified. Please note our contact details at the end of this course brochure.

## Funding your Course

You can pay for the course yourself, or funding may also be available. Policies are variable, changing from region to region and from time to time. You may be eligible for government or commercial sponsorship. Enquire at your local Jobcentre Plus. Also, your local Chamber of Commerce may know of training grants, and both the Adult Education Centre and your local Training and Enterprise organisations may be of assistance. We are pleased to explain our training schemes to sponsors, if they want to discuss your application for funding.

- **Company Sponsorship.** Often employers see training as a valuable initiative that benefits their company. It is worth approaching your employers to see whether they will pay part or all of the cost of your course. They may even allow you a few hours off each week in which to study, either at home or at work. It does no harm to ask!
- **Armed Services.** There are training entitlements to help with funding courses. Your Education Officer will be able to give you advice and make the necessary arrangements on your behalf, if you are eligible for a partial training refund.

## Enrolment

You can enrol on the ESTON Training “**English at Work**” Diploma course whenever you want to. Just complete the attached Enrolment Form and return it to us with your payment, or company purchase order number. Alternatively, you can enrol on line at the ESTON Training website: <http://www.estontrg.com>

## Ten Good Reasons for Choosing an ESTON Training Course

1. ESTON Training is the United Kingdom’s leading Technical, Commercial and Software authorship training company.
2. We have been providing award-winning English language training since 1982.
3. We are uniquely placed to know exactly what companies look for in employees.
4. We are innovators (our Software Authorship Course was the first available, see separate brochure) and we are constantly improving and updating our courses.
5. We employ experienced professional tutors, who specialise in a wide variety of subject matter and technical disciplines.

6. We gear our training to the market's constantly-changing requirements, updating our courses regularly to reflect developments in technology, legislation as well as changes in training methodologies.
7. Being an ESTON Training student entitles you to membership of the Institute of Scientific and Technical Communicators (ISTC) at a reduced fee for the first year (subject to ISTC acceptance); this gives our students access to the benefits of a professional association.
8. You don't have to finish your course within a set time; you really can set your own pace (within a one-year tutorial limit for the **EDL6** course).
9. Our proven distance learning courses have been purchased by individuals as well as by companies, world-wide.
10. Over 3,800 students have benefited from our "**English at Work**" and associated courses; many are now in senior positions within their companies.

This wealth of practical experience is reflected at every stage of the **EDL6** course and should be borne in mind when comparing this course with any other courses available today.

### Seal of Approval

Since 1982, many companies, world-wide, have chosen ESTON Training courses, identifying them as the most cost-effective, comprehensive training courses of their kind available. The companies who have purchased our courses include (but are not limited to) those in the following list:

Abbey National ■ Asquith Machine Tools ■ BBC Radio ■ BMW ■ Rolls-Royce Aero Engines ■ British Aerospace ■ British Airways ■ British Telecom ■ CompAir Broomwade ■ DHL Systems ■ Davy Morris ■ Docklands Light Railway ■ Dresser Rand ■ Earth Observation Sciences ■ Ericsson Telecom AB, Sweden ■ European Gas Turbines ■ Flight Refuelling ■ Fokker Aircraft BV, Holland ■ ALSTOM Transport ■ GEC Avionics ■ GKN Defence ■ GPT ■ Leyland Bus ■ LogTek, South Africa ■ London Underground Ltd ■ Lucas Aerospace ■ Marconi Radar ■ Marconi Command and Control ■ Martin-Baker Aircraft Company ■ Mass Transit Railways, Hong Kong ■ Mercury Communications ■ UK Ministry of Defence ■ Motorola ■ NEI International Combustion ■ National Power



### Students' Comments

Finally, don't just take our word for how good our courses are; here are some of our previous students' comments:

"Administration very good, all materials arrived in good time." **Student A. G. R.**

“I have been a student with ESTON Training for three months... Each module that I have completed has been very well presented and laid out... I have found the level and standard of tutor instruction to be excellent. Well done! **Student C. B.**

“Administration: Excellent; the course material arrived promptly, and the ReadMe First file was a great introduction to the course.

Course Content: Excellent; I shall be keeping the EDL6 folder, with the study notes, to hand as a reference when I’m writing...in the future.

Tutorial Support: Excellent; very fast turnaround. Always ready to answer questions and queries. Very helpful when I was getting stuck on how to approach some of the questions. The tutorial responses were encouraging and constructive.

General Comments: I have really enjoyed this course, and have already started to apply what I have learned to what I write at work. More generally, the English course has really made me think more about how my use of language...” **Student S. R.**

On completion of their courses, all students are invited to comment; this is just a small and genuinely representative sample.

## Contact Details

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