

A photograph of a man with glasses and a grey t-shirt, focused on writing in a notebook with a green pen. He is in the foreground, slightly to the right. In the background, two other people are blurred, looking towards the camera. The image is split by a diagonal grey line. The text is overlaid on the top left.

# English Training: **University Lecturers & Admin Staff**



**LSI PORTSMOUTH**  
International House  
Portsmouth

# Methodology and Language for University Lecturers & Admin Staff

Minimum English level:	A2 (CEFR)
Minimum age:	25+
Maximum class size:	Closed groups of up to: 6, 8 or 10
Hours per week:	25 hours
Course Length:	1 or 2 weeks
Available online and face-to-face: flexibility to meet your needs	

## Why choose LSI / IH Portsmouth?

- LSI / IH has provided successful training courses to meet the needs of non-native university lecturers and administration staff since the 1990s. Clients have included staff from universities in the Netherlands, Germany, Russia, Spain and Japan.
- LSI / IH has close links to the University of Portsmouth and specialist components can be integrated into the course structure when requested in advance with sufficient notice.

## Who is this course suitable for?

- Non-native university lecturers who are delivering specialist courses in English to international students who are non-native and native speakers of English (ages 18+)
- Non-native university lecturers and staff who are converting to teaching English and/or with a need to expand their knowledge, accuracy and fluency in English

## What are the course objectives?

For participants to be able to:

- understand and discuss current methodologies, theories and practice within the context of an international environment
- develop their ability to understand different native and non-native accents, pronunciation, intonation and word stress
- increase their ability to plan and deliver lectures effectively and direct/control seminars with international students in English
- improve instructional and language terminology required when teaching subjects in English
- refresh and develop their own language and levels of fluency, accuracy and confidence when working in English
- participate more effectively in professional situations including meetings, teleconferencing, small talk & networking, interviews, telephoning, e-mail, letter & report writing

## What is the course content?

This training course is designed to improve the theoretical and practical skills of non-native university lecturers and administration staff. The needs of the participants on a particular course can be different so how much time is dedicated to each area may vary according to the group's needs.

These can include:

- intercultural communication: background & key insights
- understanding different L1 and L2 accents and intonation patterns
- subject language and vocabulary development
- instructional language and terminology, lecture and lesson technique

- lecture delivery skills, fluency development, articulation, clarity and pronunciation
- directing and controlling seminars in an international student context
- feedback and correction
- assessment
- utilising online resources and elements of blended learning
- improving communication skills for professional situations i.e. meetings, telephoning, socialising, interviews etc
- developing professional writing skills for e-mails, letters and reports

## Example Timetable:

Course content can be customised to meet the needs of a particular group whenever possible.

1 Week Course	8:30-9:15	9:15-10:30		10:45-12:00	Lunch 12:00-1:15	1:15-2:30		2.45-4:00	4:00-5:00
Monday	Optional self study	Introductions & Language Assessment		Intercultural Communication: Background & Key Insights		Listening Skills: Understanding L1 & L2 Accents & Intonation		Listening Skills: Understanding L1 & L2 Accents & Intonation	Supervised self study
Tuesday	Optional self study	Subject Language and Vocabulary Development		Subject Language and Vocabulary Development		Instructional Language & Terminology		Lecture & Lesson Techniques	Supervised self study
Wednesday	Optional self study	Lecture & Lesson & Techniques		Directing & Controlling Seminar Skills		Lecture Delivery Skills & fluency and articulation practice		Lecture Delivery Skills & fluency and articulation practice	Supervised self study
Thursday	Optional self study	Feedback, Correction & Assessment		Communication Skills (e.g. Meetings / Telephoning)		Communication Skills (e.g. Meetings / Telephoning)		Communication Skills (e.g. Socialising / Interviews)	Supervised self study
Friday	Optional self study	Introduction to: Online Resources & Blended Learning		Course Review, Reflections & Feedback		Guided Tour of Historic Portsmouth		FREE or Shopping at Gunwharf Quays	

**Exact starting and finishing times may change, but there will always be 25 hours of taught classes per week (except where there is a public holiday).**

## How will the course be delivered?

Focus will be on developing practical skills. Training will take the form of class-based lessons and also include seminars, workshops, practical demonstrations and observations. Participants will be encouraged to collaborate and share experiences with participants from other countries and other subject specialisms.

## Are there any course enrolment requirements?

Yes, each applicant should complete and send a needs analysis form to LSI / IH Portsmouth at least one week before the course begins.





London

Heathrow ✈️

Gatwick ✈️

Southampton ✈️

Portsmouth

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**BRITISH COUNCIL**  
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