



الخطوط الجوية الكويتية

KUWAIT AIRWAYS

الخطوط الجوية الكويتية

ENGLISH LANGUAGE TRAINING

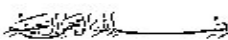
COURSE HANDBOOK

(Summary)

Revised 2005

ENGLISH LANGUAGE TRAINING

KUWAIT AIRWAYS



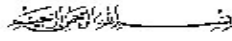
KUWAIT AIRWAYS

الخطوط الجوية الكويتية

ENGLISH TRAINING

INDEX

	COURSE TITLE	index
1.0	GENERAL ENGLISH COURSES	
	General English - Beginner (1 module)	1.1.1
	General English - Level 1 (3 parts: L1/P1, L1/P2, L1/P3)	1.1.2
	General English - Level 2 (3 parts: L2/P1, L2/P2, L2/P3)	1.1.3
	General English - Level 3 (3 parts: L3/P1, L3/P2, L3/P3)	1.1.4
	General English - Level 4 (3 parts: L4/P1, L4/P2, L4/P3)	1.1.5
	General English - Level 5 (3 parts: L5/P1, L5/P2, L5/P3)	1.1.6
2.0	ENGLISH FOR SPECIFIC PURPOSES	
	English for Business Writing	2.1.1
	English Report Writing (For Flight Services)	2.1.2
	Better Spoken English (Oral Presentations)	2.1.3
	Basic English for Sky Marshals	2.1.4
	In-Flight Announcement Training (For Flight Services)	2.1.5
	English for Telephone and Reception Staff	2.1.6
	Pitman ESOL Examination Preparation Course	2.1.7
	Note: On request, English for Specific Purposes (ESP) courses can be tailored to meet particular English language requirements.	
	Appendix 1 – Course codes summary	App. 1



KUWAIT AIRWAYS

خطوط الكويتية

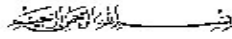
ENGLISH TRAINING

1.0 General English Courses

1.1.1 GENERAL ENGLISH - BEGINNER

COURSE CODE: **EG-BE**

COURSE TITLE :	GENERAL ENGLISH - BEGINNER
INTENDED FOR :	Complete beginners. Staff who need to bring their English language performance to Elementary level. English language level requirement: Beginner level.
OBJECTIVES :	<ul style="list-style-type: none">- To provide Beginner students with an integrated skills Basic general English course.- To teach beginners how to learn.- To raise course participants' EL performance up to Elementary level.- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. (Refer to: <i>ES-BE course syllabus</i>).
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

خطوط الكويتية

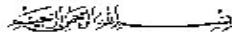
ENGLISH TRAINING

1.0 General English Courses

1.1.2 GENERAL ENGLISH - LEVEL 1 (3 parts)

COURSE CODE: EG-1A, EG-1B, EG-1C

COURSE TITLE :	GENERAL ENGLISH - LEVEL 1 (3 parts)
INTENDED FOR :	Staff with little spoken or written English. English language level requirement: Elementary level. (KAC Leveling Test score: 15-34%)
OBJECTIVES :	<ul style="list-style-type: none">- To provide Elementary students with an integrated skills General English Course.- To teach beginners language learning skills.- To raise course participants' EL performance to Pre-Intermediate Level.- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. (Refer to: course syllabuses, EG-1A, EG-1B, EG-1C)
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

خطوط الكويتية

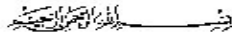
ENGLISH TRAINING

1.0 General English Courses (Cont.)

1.1.3 GENERAL ENGLISH - LEVEL 2 (3 parts)

COURSE CODE: EG-2A / EG-2B / EG-2B

COURSE TITLE :	GENERAL ENGLISH - LEVEL 2 (3 parts)
INTENDED FOR :	Staff who need to improve their basic English Language performance up to Lower Intermediate Level. English language level requirement: Pre-Intermediate level. (KAC Leveling Test score: 35-59%)
OBJECTIVES :	<ul style="list-style-type: none">- To provide staff with an integrated-skills General English Course.- To revise known structures and lexis.- To raise participants' EL performance to Intermediate Level- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabuses, EG-2A, EG-2B, EG-3C)</i>
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

الخطوط الجوية الكويتية

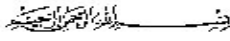
ENGLISH TRAINING

1.0 General English Courses (Cont.)

1.1.4 GENERAL ENGLISH - LEVEL 3 (3 parts)

COURSE CODE: EG-3A / EG-3B / EG-3C

COURSE TITLE :	GENERAL ENGLISH - LEVEL 3 (3 parts)
INTENDED FOR :	Staff who need to improve their EL performance to Intermediate Level. English language level requirement: Intermediate level. (KAC Leveling Test Score: 60-79%)
OBJECTIVES :	<ul style="list-style-type: none">- To provide staff with an integrated-skills General English Course.- To revise known structures and lexis.- To raise participants' EL performance to Upper Intermediate Level- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabuses, EG-3A, EG-3B, EG-3C)</i>
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

الخطوط الجوية الكويتية

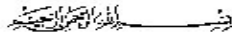
ENGLISH TRAINING

1.0 General English Courses (Cont.)

1.1.5 GENERAL ENGLISH - LEVEL 4 (3 parts)

COURSE CODE: EG-4A / EG-4B / EG-4C

COURSE TITLE	:	GENERAL ENGLISH - LEVEL 4 (3 parts)
INTENDED FOR	:	Staff who need to improve their EL performance to Advanced Level. English language level requirement: Higher Intermediate level. (KAC Leveling Test score: 80-89%)
OBJECTIVES	:	<ul style="list-style-type: none">- To provide staff with an integrated-skills General English Course.- To revise known structures and lexis.- To raise participants' EL performance to Advanced Level- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabuses, EG-4A, EG-4B, EG-4C)</i>
ASSESSMENT	:	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

خطوط الكويتية

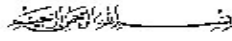
ENGLISH TRAINING

1.0 General English Courses (Cont.)

1.1.6 GENERAL ENGLISH - Level 5 (3 parts)

COURSE CODE: **EG-5A / EG-5B / EG-5C**

COURSE TITLE :	GENERAL ENGLISH - Level 5 (3 parts)
INTENDED FOR :	Staff who need to improve their English Language performance to Fluency Level. English language level requirement: Advanced level. (KAC Leveling Test score: 90%+)
OBJECTIVES :	<ul style="list-style-type: none">- To provide staff with an integrated-skills General English Course.- To revise known structures and lexis.- To raise participants' EL performance to Fluency Level- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabuses, EG-5A, EG-5B, EG5C)</i>
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

خطوط الكويتية

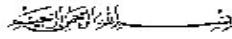
ENGLISH TRAINING

2.0 English for Specific Purposes

2.1.1 ENGLISH FOR BUSINESS & REPORT WRITING

COURSE CODE: **ES-BW**

COURSE TITLE :	ENGLISH FOR BUSINESS WRITING
INTENDED FOR :	Staff who wish to improve their business writing skills. English language level requirement: Min. Higher Intermediate Level (KAC Leveling Test score: 80+)
OBJECTIVES :	<ul style="list-style-type: none">- To provide staff with a specific EL Business Writing course.- To revise relevant grammar and lexis and the conventions of written English.- To teach specifically the skills necessary for composing and producing memoranda, letters, and email in English.- That by the end of the course they should understand and use the contents of the syllabus. <i>(Refer to: course syllabus, ES-BW)</i>
ASSESSMENT :	Exit Test PASS MARK: 70%



KUWAIT AIRWAYS

الخطوط الجوية الكويتية

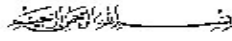
ENGLISH TRAINING

2.0 English for Specific Purposes (Cont.)

2.1.2 REPORT WRITING IN ENGLISH (for flight services)

COURSE CODE : **ES-RW**

COURSE TITLE :	REPORT WRITING IN ENGLISH (for flight services)	
INTENDED FOR :	Staff who have the necessary Intermediate English level and are required to write reports in English for Flight Services. English language level requirement: Intermediate level. (Min. requirement: KAC Leveling Test score: 60% +)	
OBJECTIVES :	<ul style="list-style-type: none">- To provide F/S staff with a specific F/S Report Writing course.- To teach course participants how to select, shape and order relevant information and ideas.- To teach the participants how to produce coherent report using normal report writing conventions.- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. (Refer to: course syllabus, ES-RW)	
ASSESSMENT :	Final Assessment Report	PASS MARK: 70%



KUWAIT AIRWAYS

خطوط الكويتية

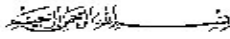
ENGLISH TRAINING

2.0 English for Specific Purposes (Cont.)

2.1.3 BETTER SPOKEN ENGLISH

COURSE CODE : ES-SE

COURSE TITLE :	BETTER SPOKEN ENGLISH (Oral Presentations)
INTENDED FOR :	Staff who want to improve their public oral presentation skills. English language requirement: Intermediate level (KAC Leveling Test score: 60%+)
OBJECTIVES :	<ul style="list-style-type: none">- This course is designed for trainees who want to spend classroom time improving the fluency and accuracy of their spoken English with a view to making a public oral presentation- To offer the chance to develop oral presentation skills- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabuses, ES-SE)</i>
ASSESSMENT :	15 minute final oral presentation



KUWAIT AIRWAYS

خطوط الكويتية

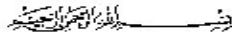
ENGLISH TRAINING

2.0 English for Specific Purposes

2.1.4 BASIC ENGLISH FOR SKY MARSHALS

COURSE CODE : ES-MI

COURSE TITLE	:	BASIC ENGLISH FOR SKY MARSHALS
INTENDED FOR	:	Sky Marshal Recruits to the Ministry of Interior English language level requirement: Beginner/Elementary level
OBJECTIVES	:	<ul style="list-style-type: none">- To provide the trainees with an integrated, specific English course.- To improve their general level of spoken/written English.- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. <i>(Refer to: course syllabus, ES-MI)</i>
ASSESSMENT	:	Written Test PASS MARK: 70%



KUWAIT AIRWAYS

الخطوط الجوية الكويتية

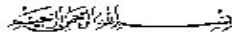
ENGLISH TRAINING

2.0 English for Specific Purposes (Cont.)

2.1.5 ON BOARD ANNOUNCEMENTS (for flight services)

COURSE CODE : ES-AN

COURSE TITLE :	IN-FLIGHT ANNOUNCEMENT TRAINING
INTENDED FOR :	Trainee cabin crew and senior cabin crew who have to make announcements in English on the flights. English language level requirement: Higher Intermediate level. (KAC Leveling Test score : 80%+)
OBJECTIVES :	<ul style="list-style-type: none">- To provide staff with specific O/B announcement training.- To provide the theoretical background to enable staff to develop an appreciation/awareness of the main components of spoken English.- To provide staff with the chance to practice the KAC in-flight announcements.
ASSESSMENT :	Final day assessment: grading of candidates' in-flight announcements & detailed report issued



KUWAIT AIRWAYS

خطوط الكويتية

ENGLISH TRAINING

2.0 English for Specific Purposes (Cont.)

2.1.6 ENGLISH FOR TELEPHONE AND RECEPTION STAFF

(Note: special request course, available on demand)

COURSE CODE : ES-TR

COURSE TITLE :	ENGLISH FOR TELEPHONE AND RECEPTION STAFF
INTENDED FOR :	KAC/KASCO staff from various departments who use the phone as part of their work, and who therefore need to project a professional image over the telephone. English language level requirement: Intermediate (KAC Leveling Test score: 60% +)
OBJECTIVES :	<ul style="list-style-type: none">- To improve the telephone and reception techniques of staff and to give them more confidence in their approach to telephone and reception transactions.<ul style="list-style-type: none">- To review existing knowledge and offer the chance to provide- realistic practice of these skills (plus error correction).- By the end of the course students should be able to demonstrate competency in the elements of the syllabus. (Refer to: course syllabus, ES-TR)
ASSESSMENT :	Practical Evaluation & detailed report issued



الخطوط الجوية الكويتية

KUWAIT AIRWAYS

الخطوط الجوية الكويتية

ENGLISH TRAINING

2.0 English for Specific Purposes

2.1.7 Pitman Examination Preparation Course

COURSE CODE : ES-PT

COURSE TITLE :	Pitman Examination Preparation Course
INTENDED FOR :	Candidates who wish to obtain a recognized international English language certificate. (Leveling test required). Examinations offered <ul style="list-style-type: none">- Intermediate ESOL,- Higher-Intermediate ESOL,- Advanced ESOL.
OBJECTIVES :	To provide an examination preparation course leading to the Pitman ESOL Examination to be held at the British Council, Kuwait.
ASSESSMENT :	External examination at the British Council, Kuwait



خطوط الكويت الجوية

KUWAIT AIRWAYS

خطوط الكويت الجوية