



Language Support for Migrants *A Council of Europe Toolkit*

Tool 64 - Scenario: Asking about and applying for training opportunities

Aim: To support migrants in finding out about training opportunities in the host country and to enable them to ask questions about training and to register for courses.

Communicative situations

- Answer questions about training activities.
- Understand information in leaflets.
- Understand oral information about courses and sessions.

Materials

- A) Pictures related to training activities.
- B) A calendar.
- C) A simple course registration form.

Language activities

Activity 1

Use the pictures to:

- Get learners to talk about some related jobs and course opportunities, for example types of course: *language course, courses for electricians, course in graphic design*, etc, job possibilities: *health worker, computer technician, catering staff* etc.
- Elicit what learners know about work-related training from their own previous experience.
- Learners with stronger oral skills can practise asking and answering questions such as: *Did you do any training courses in your country? Can you describe them? Did you like them? Why/why not?*

Activity 2

Choose web pages or hand out a leaflet (preferably with illustrations) about training courses:

- Check comprehension by asking, for example: *What is the course about? When does the next course start? When does it finish? Is it a free course? How much does it cost?*
- Then, learners work in pairs exchanging information about the web pages or leaflets using expressions relating to e.g. the location of the training centre, the dates and times of courses, the fees etc.

- Then ask learners to give some information to the rest of the group.

Activity 3

Use the calendar to work on the timetable again, practising days of the week and months of the year.

- Work on times of the day by asking learners for information about the timetables of the courses they attended in their own country.
- Get learners to use different colours to practise dates and the length of courses (*from ... to*) in days and months and also practise times of day and the length of course sessions using a drawing of a clock.

Activity 4

Show learners the timetable and the sample registration form or a form for one of the courses in the leaflet or on the web page. Ask them to imagine they want to attend the course and to complete a form with their own information.

Activity 5

Introduce a dialogue like the one below in which learners imagine they are attending a training course.

A. When is the next lesson (or session)?

B. It will be on Monday from 4pm to 6pm.

A. Is there any homework?

B. Yes, please read pages 34 to 38 and do the exercises at the end of page 38. See you on Monday!

- To check comprehension, ask learners to write down the time of the next lesson and the homework.
- Then get learners in pairs to practise dialogues like the one above (allow time for preparation and focus their attention on responding to requests for information).

Sample materials

A)



B) A simple course registration form

1.	Name of the course you wish to apply for	
2.	Dates of the course you wish to apply for	
3.	Your first name and family name	
4.	Place and date of birth	
5.	Nationality	
6.	Address in [the host country]	
7.	Contact details (e-mail, mobile number...)	
8.	Previous education and training courses	