



## ENGLISH FOR SENIOR PURCHASING MANAGEMENT: 2011



**COURSE OBJECTIVE:** The course is designed to develop the communicative performance of senior purchasing staff in their dealings with both clients and other buyers in an international context. It is also intended to enable them to use standard purchasing terminology with appropriateness of linguistic context and style.

### STUDY ACTIVITIES

As well as formal classroom teaching, study activities include role-play, case studies and simulations, video photography, and language laboratory self-access study.

### COMMUNICATION SKILLS

The focus of the course is on practical and effective communication in:

- Meetings and Discussions
- Negotiations
- Making Presentations
- Dealing with Numerical Data
- Telephoning
- Socialising and Entertaining
- E-mail, Letter and Report Writing

### SPECIFIC FUNCTIONAL CONTENT

The course covers the following functional areas:

- Introductions and Greetings.
  - Giving Personal Information.
  - Giving Instructions, Directions and Commands.
  - Offering and Requesting.
  - Expressing Opinions: Agreeing and Disagreeing.
  - Giving Advice, Suggestions and Recommendations.
  - Making/Dealing with Complaints: Explaining & Apologising.
  - Expressing Need and Obligation.
  - Discussing Schedules, Timetables and Deadlines.
  - Making and Changing Appointments.
  - Socializing & Entertaining, Ordering Meals and Drinks.
  - Describing Past Actions and Relating Past to Present.
  - Comparing: Similarity, Difference / Advantage / Disadvantage
  - Discussing Future Plans: Forecasting and Hypothesising.
  - Presenting and Discussing Numbers and Graphs.
- SPECIFIC LEXICAL CONTENT**  
Subject to needs analysis of the participant's requirements, the course may include vocabulary extension in these areas:
- Purchasing and Resourcing Function.
  - Communication and Distribution Channels.
  - Purchasing Objectives and Strategy: Purchasing Policy, Formulation, Implementation, Evaluation and Control; Strategic Options, Logistics.
  - Sellers, Buyers, Markets; Demand, Manufacturing Policy.
  - Purchasing Organization and Structure, Centralisation and Decentralisation; Purchasing within the Management Hierarchy, Job Structures, Co-ordination.
  - Purchasing Procedures, Documentation and Records, Control Systems.
  - Information Technology: Effects on Purchasing and Supply. Correlation and Uses of Statistics.
  - Human Resources in the Supply Chain: Recruitment, Training and Development, Control; Management and Leadership.
  - Sourcing; Matching Supply with Demand.
  - Supplier Relationships; Negotiating with Current Suppliers and Strategic Partners; Dealing with New Suppliers.
  - Quality Assurance and Quality Management
  - Controlling Prices and Costs. Support Tools: Tendering, Forecasting, Costing.
  - Corporate Governance and Ethics in Purchasing.

### DURATION / TIMETABLE / PROGRAMME

Course duration is normally for 2 to 4 weeks. The programme is highly intensive and includes 25 contact hours plus 5 to 10 self-access study hours plus 7.5 hours social English over lunch per week plus optional evening social activities.

The daily timetable operates as follows:

8:30 - 9:30	Self-study in Self-Access Centre and Language Laboratory.
9:30 - 10:45	Period 1 with Morning Tutor
10:45 - 11:00	Morning Coffee Break
11:00 - 12:15	Period 2 with Morning Tutor
12:15 - 1:45	Lunch with teacher/s and fellow students
1:45 - 3:00	Period 3 with Afternoon Tutor
3:00 - 3:15	Afternoon Coffee Break
3:15 - 4:30	Period 4 with Afternoon Tutor
4:30 - 5:30	Optional Self-Access Study
	Evening Social Activity (Optional)