# ETON X

# Future Skills Programme

Online 21st-century skills courses for teenagers worldwide

# Introducing the EtonX Future Skills Programme

EtonX's Future Skills Programme is a suite of 21st-century skills courses designed to ensure that young people thrive in today's fast-changing world.

Our courses help students to develop vital skills such as **communication**, **critical thinking** and **creative problem solving** to prepare them for success at university and in the workplace.

Our courses are all online and delivered in English. We develop **high-quality learning materials** which are delivered in our online learning platform. Our **custom-built virtual classroom** enables students to learn and practise soft skills in an exciting, sympathetic environment.

## Your students need more than just good grades

**Only 1 in 5** pupils say that the school curriculum helps them 'a lot' with the development of life skills.

(Sutton Trust, Life Lessons Report, 2017)

**1/4** of employers have difficulty filling entry-level vacancies because applicants lack soft skills.

(Deloitte, Soft Skills for Business Success Report, 2017)

**92%** of executives say that soft skills are equally important or more important than technical skills.

(LinkedIn, Workplace Learning Report, 2018)

## Our courses

- ✔ **Creative Problem Solving**
- ✔ **Critical Thinking**
- ✔ **CV Writing**
- ✔ **Entrepreneurship**
- ✔ **Interview Skills**
- ✔ **Making an Impact**
- ✔ **Public Speaking**
- ✔ **Research Skills**
- ✔ **Resilience**
- ✔ **Verbal Communication**
- ✔ **Writing Skills**

All courses are available in two learning paths: **Tutor Group course** and **Self Study course**

# Centuries of expertise

## Eton College and EtonX

Founded by King Henry VI in 1440, Eton College is one of the UK's leading independent schools. It teaches 1,300 boys aged 13–18 and provides a stimulating all-round education coupled with academic excellence.



> "At the heart of Eton's values lies the belief that academic learning alone is not enough. How our students present ideas, work with others and prepare for new challenges are just as important. In launching EtonX our aim has been to create an online learning experience which is true to those values, equipping young people with the skills they need to thrive in a changing world".
>
> **Simon Henderson, Headmaster, Eton College**

## Eton's expertise shared online

EtonX is a subsidiary of Eton College so our courses allow students globally to benefit from Eton's acclaimed expertise in developing well-rounded, high-achieving students. All EtonX Future Skills courses are developed with Eton. Each course has a Course Director who is a practising teacher at Eton and who helps shape the course syllabus, consults on the course content, reviews and approves it and records videos, introducing and summarising each week of content. Our courses include activities undertaken at Eton in lessons, tutorials and in extra-curricular activities, all of which reflect Eton's teaching ethos.

# A new way to learn vital skills

## Tutor Group courses

EtonX Tutor Group courses allow students to develop 21st-century skills in small groups of up to eight students. We use an innovative combination of live online classes and self-study course content.

**Key features:**

- ✔ 100% online
- ✔ 7 weeks
- ✔ 2 hours of study per week
- ✔ Live, online group classes in EtonX's cutting-edge virtual classroom
- ✔ EtonX expert tutors
- ✔ Verifiable certificate

In the virtual classroom students take part in discussions, role plays and polls and use collaboration tools such as shared documents. In preparation for class each week, they follow a self-study programme (see page 8 for more details) and undertake peer learning tasks.

## The flipped classroom
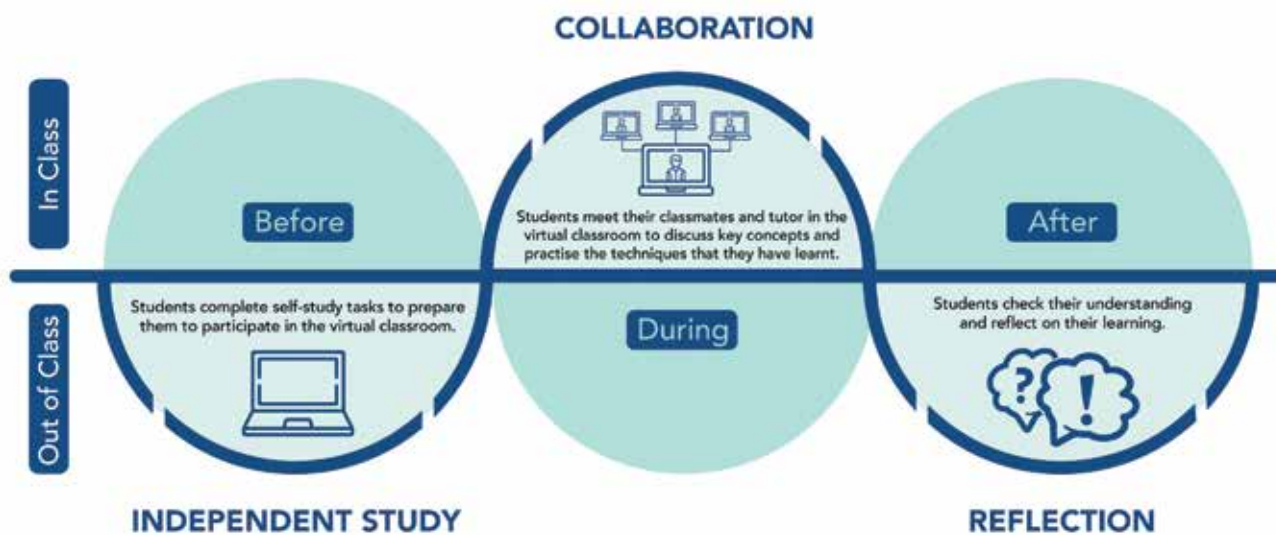


Students meet every week in the virtual classroom with the same group of students for the duration of their course. Cohorts can be:

**Open** – students will learn with peers from around the world and/or from other institutions.

**Closed** – students will learn alongside others from the same institution.

## A typical week

| Self Study | Peer Learning | Live Group Class | Reflection |
|---|---|---|---|
| 40 minutes | 20 minutes | 50 minutes | 10 minutes |
| **2 hours every week** | | | |

# The EtonX virtual classroom

Our virtual classroom humanises online learning. It is custom-built for soft skills teaching and its features have been carefully designed to promote communication and collaboration.



**Live, online classes** with expert tutors



**Debates** with fellow classmates



**Student presentations** on topics that matter

# Our pedagogy

Our learner-centred approach encourages independent and active learning and equips students with the confidence to transfer the skills that they've learnt to many different areas of their lives.
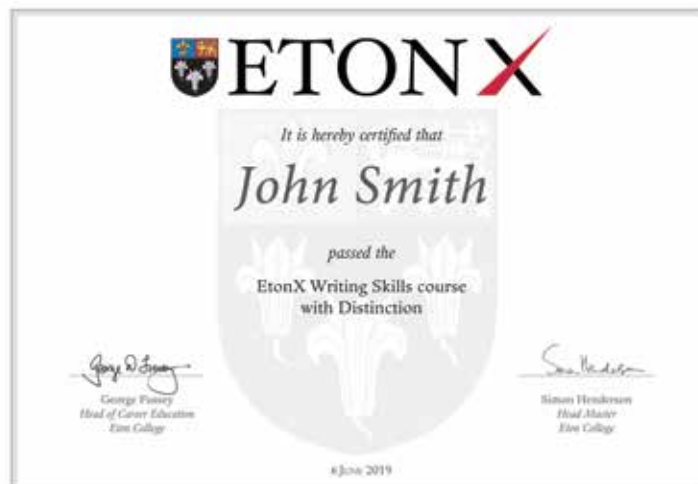
## Five core principles:

| | | |
|---|---|---|
| | Flipped learning | The knowledge input is derived through self-study tasks. Students then practise and implement these skills in the live classroom with their peers. |
| | Communicative approach | Courses focus on developing skill and classes are leaning-centred. There is use of authentic materials and task types. |
| | Higher order thinking skills | Tasks are problem-based and encourage students to engage with the content and implement higher order thinking skills in order to understand, apply, analyse and evaluate as they learn. |
| | Real-world learning | Reflective tasks and a personalised action plan with autonomous learning goals ensure that students are encouraged to take their learning out of the classroom and into the real world. |
| | Collaborative learning | In the peer learning and discussion board tasks students learn from each other by discussing topics or giving feedback on each other's work. |

## Assessment and certification

Students in our Tutor Group courses are assessed on their attendance and engagement during the course, their attainment in the knowledge test and on evidence of skill development based on their the final assignment, graded by their EtonX tutor.

Depending on their performance, certificates are awarded as a Pass, Merit or Distinction. Our platform ensures that all EtonX certificates can be verified by third parties.



ETON X

It is hereby certified that

*John Smith*

passed the

EtonX Writing Skills course with Distinction

George Passey
Head of Career Education
Eton College

Simon Henderson
Head Master
Eton College

6 June 2019

# Our tutors

All our tutors are qualified teachers with online tutoring experience. They are UK-police checked and have passed our rigorous vetting and training process.

## Our tutors are expert in:

✔ Mentoring students
✔ Using technology to educate
✔ Working with non-native English speakers
✔ Helping students develop their strengths
✔ Motivating students to reach their goals

## What our students think

"My tutor was called Nina and she was really helpful. She prepared really well for every tutorial. She always had a really positive mood which influenced me a lot and she guided me on how to use the platform effectively."

**Isabella, China**



*Making an Impact*

"My tutor was called Patty, and she was very nice and always interested in my opinions and I felt like I could ask her any questions and it was a very nice atmosphere in class. Also, the time was very well organised."

**Ola, Poland**



*Critical Thinking*

# Encouraging independent learning

## Self Study

The knowledge input in all EtonX courses is derived through self-study tasks. Our course materials are engaging, interactive and encourage students to reflect and to transfer their learning to their own lives.

## Self Study activity types

- scenario-based decision tasks
- interactive reading
- word clouds
- social polls
- video interviews with subject experts and students
- instructional videos
- audio tasks
- infographics
- online journal
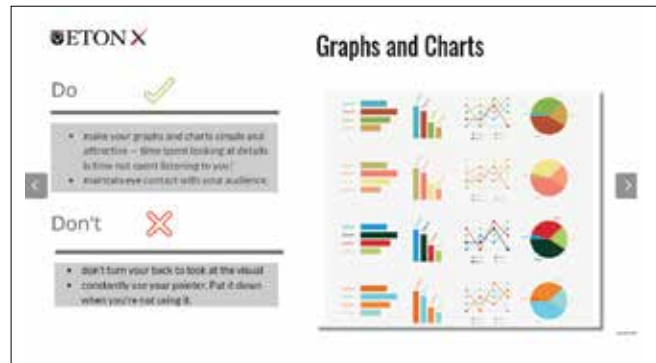

Interactive reading activities


Scenario-based decision tasks
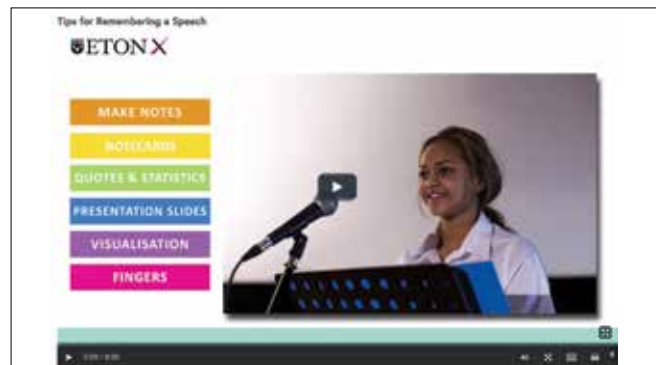

Instructional videos

## Self Study only option

Schools and students can also choose our Self Study learning path without the online classes.

Students can study entirely at their own pace and it's more flexible. It also helps students to develop their time management skills and gives them more time to work independently on their skills or to develop a related project.

### Key features:

- ✔ 100% online
- ✔ 7-10 hours of learning materials
- ✔ Self-paced
- ✔ Signed transcript

# Expanding your 21st-century skills provision

## The EtonX Schools Service

Every institution has different needs when it comes to offering 21st-century skills development to their students. Our courses are easy to fit within and around your existing programmes.

For schools adopting our courses for groups of their students, EtonX offers a special service which includes staff access to our platform, resources for teachers and dedicated customer service and learning support.

## Learning platform access

School admin accounts give you free access to all the courses your students are studying; your students' progress and gradebook data; end of course SMART plans and end of course transcripts for each student who successfully completes the course. For students on our flagship Tutor Group courses we can also provide certificates for successful candidates and tutor feedback.

## Resources for teachers

Our flexible resources are designed to allow you to integrate EtonX online courses into new or existing programmes or to run standalone clubs and after school activities.

For schools adopting our Self Study learning path, where students are not coming into our virtual classroom with an EtonX tutor for live online sessions, workshop materials provide 4 offline practice sessions on the key concepts and techniques of the course.

## EtonX courses your way

How you choose to use our resources is completely up to you! For example, you could:

1. Let your students have the freedom to learn completely independently or
2. Use our workshop plans to create a structured learning programme including face-to-face sessions or
3. Simply check in on students' progress at the end of the course.

## EtonX learning managers and customer support

Our friendly team will help you get your students and staff set up and while the course is running, we will troubleshoot student engagement, technical queries and all other customer service needs.

# Supporting students in over 30 countries

## Our impact

EtonX is creating a global community of students who are studying together to ensure they reach their full potential.



## Case studies

### WeLearn, Thailand

A state-of-the-art training centre in Bangkok, WeLearn curates innovative online programmes to enrich K-12 education. Their students joined students from other countries in our Public Speaking Tutor Group course to learn together online.

### Ying Wa Girls' School, Hong Kong

This well-respected Hong Kong girls' school offered our Making an Impact course for a group of 14-year-old students to improve their assertiveness and influencing skills. EtonX offered a flexible schedule for the usual 7-week course to fit around school exams.

### Le College Bilingue, Senegal

The Entrepreneurship Club at this international school was looking for a structured self-study course to support students' project work. Our Entrepreneurship Self-Study course was integrated into a programme which included discussions with local entrepreneurs and a 'Shark Tank/Dragon's Den' event with parents.

> "I am encouraging the students to follow their entrepreneurial spirit and launch projects. This course is a perfect opportunity for them to get introduced to the notions, concepts and reasoning of Entrepreneurship."

**Pap Talla, Director of Development, Le College Bilingue**

# OUR
# COURSES

# Creative Problem Solving

Our Creative Problem Solving course will help students to come up with many innovative ideas, to craft those ideas and apply them in their own life. They will also develop their skills in creative expression, both verbally and visually and learn how to see problems from different perspectives. The Creative Problem Solving course will equip students with a creative process that they can apply in academic and work contexts, or when pursuing their own personal creative projects.

## By the end of the course, students will be able to:

✔ Develop curiosity for creative problem-solving
✔ Generate lots of ideas
✔ Be playful with their ideas
✔ Refine and develop their ideas
✔ Take risks and learn from mistakes
✔ Persist with creative ideas
✔ Develop their visual and verbal creativity
✔ Be brave enough to share their creative ideas

## Weekly breakdown for students

**ORIENTATION**

### INTRODUCTORY CLASS
Course introduction
Getting to know your study group and tutor
Checking your skills

**WEEK 1**

### EXPLORING AND INVESTIGATING
The importance of curiosity
The 5 Whys technique
Asking questions

**WEEK 2**

### GENERATING IDEAS
Opening your mind
Divergent thinking techniques
Fusing ideas

**WEEK 3**

### CRAFTING AND IMPROVING
What makes an idea creative?
Responding to feedback
Different perspectives
Evaluating ideas

**WEEK 4**

### BEING PERSISTENT
Taking risks
Persisting
Continuous development

**WEEK 5**

### SHARING IDEAS
Crafting and improving
Visual creativity
Verbal creativity
Being brave with your ideas

**WEEK 6**

### REFLECTING ON THE CREATIVE PROCESS
The creative process
Applying the creative process
Challenges in the creative process

# Critical Thinking

Our Critical Thinking course teaches students to enhance their academic studies and their understanding of the world around them. The course will help them to analyse arguments that they are presented with, recognise problems with reasoning and logic and evaluate the evidence used to support an argument.

## By the end of the course, students will be able to:

✔ Use logic to make and analyse an argument
✔ Identify bad arguments and faulty reasoning
✔ Evaluate the evidence, data or statistics used to support an argument
✔ Identify whether emotions, bias or prejudice have influenced reasoning
✔ Apply a range of critical thinking techniques to arguments in different contexts

## Weekly breakdown for students

### ORIENTATION

**INTRODUCTORY CLASS**
Course Introduction
Getting to know your study group and tutor
Checking your skills

### WEEK 1

**WHAT IS CRITICAL THINKING?**
Understanding the link between reason and truth

Learning what is in an argument

Recognising different types of reasoning
(inductive and deductive)

### WEEK 2

**BAD ARGUMENTS**
Establishing good and bad ways of
reasoning and arguing

Becoming aware of different types of fallacies

Exploring the concept of hidden assumptions

### WEEK 3

**EVALUATING EVIDENCE**
Understanding the different types of evidence
Practising how to assess evidence critically
Knowing when you can trust your senses

### WEEK 4

**DATA AND STATISTICS**
Devising questions to ask about data and statistics

Analysing what can make a graph misleading

Understand the different ways 'proof' is used
(in law courts, in maths)

### WEEK 5

**EMOTION, BIAS AND PREJUDICE**
Appreciating how emotional and other
factors can affect judgement

Recognising biases and prejudices in
your own and others' thinking

### WEEK 6

**CRITICAL THINKING IN PRACTICE**
Consolidating learning
Transferring learning to new contexts

# CV Writing

Our CV Writing course will ensure your students are ready for internships, volunteering and job opportunities ahead of time. This course will help them to sell themselves by demonstrating their skills and abilities. They will build a great CV and learn how to write a cover letter, adapt their CV to specific sectors and get their CV noticed.

## By the end of the course, students will be able to:

- ✔ Understand the employer's perspective
- ✔ Know what to include and how best to describe their qualifications and experience
- ✔ Format, order and style their CV so it stands out
- ✔ Identify any gaps and check for errors
- ✔ Write an effective cover letter to complement their CV
- ✔ Continuing developing their CV
- ✔ Promote their CV online

## Weekly breakdown for students

**ORIENTATION**

### INTRODUCTORY CLASS
Course Introduction
Getting to know your study group and tutor
Checking your skills

**WEEK 1**

### A WINNING CV
Learning why a CV is important

Understanding what makes a strong CV

Writing a personal profile

**WEEK 2**

### WHAT TO INCLUDE
Identifying your skills and abilities

Describing your qualifications and experiences

Adapting your CV to the opportunity

**WEEK 3**

### SELLING YOURSELF
Ordering information for impact

Learning how to sell your skills

Formatting your CV

**WEEK 4**

### REFINING YOUR CV
Using keywords to strengthen your CV

Adding organisational values to your CV

Learning about common CV errors and how to avoid them

**WEEK 5**

### WRITING A COVER LETTER
Learning about the differences between a CV and a cover letter

Conveying enthusiasm in a cover letter

Using your CV as the basis to complete an application form

**WEEK 6**

### ADVERTISE YOUR CV
Learning about sector and country specifics

Assessing the hidden job market

Knowing where to promote your CV

Presenting your CV

# Entrepreneurship

Our Entrepreneurship course is for any students who are interested in developing an entrepreneurial mindset, enhancing their career or starting their own business. They will learn from successful entrepreneurs and case studies and use the latest techniques to refine the business ideas they have and give them the confidence to pitch.

## By the end of the course, students will be able to:

✔ Think and act like a successful entrepreneur
✔ Identify problems and opportunities
✔ Generate ideas that solve problems and/or have an impact
✔ Test and validate their ideas and assumptions
✔ Refine and iterate on an idea or solution
✔ Pitch their idea to others

## Weekly breakdown for students

**ORIENTATION**

**INTRODUCTORY CLASS**
Course Introduction
Getting to know your study group and tutor
Checking your skills

**WEEK 1**

**A SUCCESSFUL ENTREPRENEUR**

Understanding what entrepreneurship is

Learning how to think and act like an entrepreneur

Recognising the mistakes of failed entrepreneurs

**WEEK 2**

**IDENTIFYING OPPORTUNITIES**

Identifying problems and opportunities

Using 'Powerful Questions' to further understand the problem

Creating and using other personas

**WEEK 3**

**GENERATING IDEAS**

Understanding the value that different businesses deliver

Using divergent and convergent thinking to solve customer problems

Learning about differentiation and competitive advantage

**WEEK 4**

**VALIDATING ASSUMPTIONS**

Understanding why, how and what to validate

Learning about confirmation bias and affinity bias

Understanding what a Minimum Viable Product is

**WEEK 5**

**REFINING IDEAS**

Refining and reiterating an idea or solution based on feedback

Learning about the Build-Measure-Learn cycle

Deciding whether to pivot

**WEEK 6**

**PITCHING YOUR IDEA**

Understanding what makes a successful pitch

Creating a compelling vision or story

Understanding the concept of 'ask'

# Interview Skills

In taking the Interview Skills course, students will improve their ability to make a good impression in the vital first moments of an interview and to give strong answers to any kind of interview question. They will work on effective preparation, clear communication and how to feel confident. This course will enable them to stand out from the crowd in a highly competitive global marketplace.

## By the end of the course, students will be able to:

✔ Understand what the interviewer is looking for
✔ Conduct effective pre-interview research and preparation
✔ Use the first vital moments of the interview to make a good impression
✔ Structure effective answers to any type of question
✔ Use strategies to deal with tricky questions and think on their feet
✔ Manage interview nerves
✔ Learn from their interview experiences to become more assertive and resilient

## Weekly breakdown for students

**ORIENTATION**

**INTRODUCTORY CLASS**
Course Introduction
Getting to know your study group and tutor
Checking your skills

**WEEK 1**

**UNDERSTANDING WHAT THE INTERVIEWER IS LOOKING FOR**

Understanding the purpose of an interview

Approaching interviews with a positive attitude

Showing the interviewer what they want to know

**WEEK 2**

**RESEARCHING BEFORE THE INTERVIEW**

Tips and techniques for researching before for an interview

Understanding your own traits, values and interests

Researching the interview to feel confident and prepared

**WEEK 3**

**ANSWERING COMMON INTERVIEW QUESTIONS**

Answering different types of interview questions

Structuring your answers using the STAR method

**WEEK 4**

**PITCHING YOURSELF**

Showing the interviewer that you are the right candidate for the role

Highlighting your qualities and achievements at the interview stage

Communicating effectively with the interviewer

**WEEK 5**

**MAKING A GOOD FIRST IMPRESSION**

Preparing before your interview

Managing your nerves

Using confident body language

**WEEK 6**

**PRACTISING AN INTERVIEW**

Giving a good final impression

Asking questions, finding out about next steps and following up

# Making An Impact

In our Making an Impact course students will develop their assertiveness skills so they can get their ideas and opinions heard and improve their influencing and leadership capabilities. They will get better at listening actively to others and understanding their use of body language and tone of voice. They will use these communication skills to have more of an impact on the world around them.

## By the end of the course, students will be able to:

- ✔ Communicate opinions clearly and confidently
- ✔ Ask for what they want and say 'no' politely
- ✔ Moderate their body language and tone of voice to make the right impression
- ✔ Ask better questions and summarise what they hear
- ✔ Build trust and empathise with others
- ✔ Understand and implement different techniques to influence and persuade others
- ✔ Identify personal goals and create a plan to achieve them.

## Weekly breakdown for students

**ORIENTATION**

**INTRODUCTORY CLASS**
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**WEEK 1**

**ASSERTIVENESS**

Completing a self-assessment questionnaire to establish your level of assertiveness

Understanding passive, aggressive and assertive behaviours

Learning the Four Steps to Assertiveness

**WEEK 2**

**ACTIVE LISTENING AND BODY LANGUAGE**

Discovering how body language and tone of voice affect communication

Becoming a more active listener by asking better questions and summarising

Practising active listening

**WEEK 3**

**MAKING AND REFUSING REQUEST**

Learning the 'Do's and Don'ts' of making requests
Working on saying 'no' in a polite and assertive way
Reassessing your levels of assertiveness

**WEEK 4**

**INFLUENCE AND EMPATHY**

Work out your Influencing Style

Identify your Influencing Role Models

Understand how Empathy Mapping can help you influence the people around you

**WEEK 5**

**INFLUENCE AND TRUST**

Using 'Push' and 'Pull' Influencing techniques

Understanding the Trust Equation

Practising establishing trust and influencing others

**WEEK 6**

**INFLUENCE AND PERSUASION**

Understanding the Six Principles of Persuasion

Creating a persuasive Marketing Plan

Reviewing your Influencing Style

# Public Speaking

Our Public Speaking course will teach students how to deliver a speech in English and speak clearly, confidently and naturally. They will learn how to control their voice, use the right body language and engage their audience. The course will improve their ability to speak in all kinds of contexts, from formal speeches in front of an audience to informal presentations in class.

## By the end of the course, students will be able to:

✔ Speak clearly, confidently and naturally
✔ Moderate their volume, pitch and tone
✔ Overcome nerves and anxiety
✔ Use the right pacing, pausing and signposting to highlight key points
✔ Engage their audience
✔ Deal with questions and interruptionst
✔ Talk without a script
✔ Use presentation slides effectively

## Weekly breakdown for students

### ORIENTATION

**INTRODUCTORY CLASS**

Course Introduction
Getting to know your study group and tutor
Checking your skills

### WEEK 1

**WHAT MAKES A GOOD SPEECH?**

Establishing your own, authentic public speaking voice

Learning the different forms public speaking can take

### WEEK 2

**VOICE QUALITY AND DEALING WITH NERVES**

Learning how to make the best use of your voice

Using body language to overcome nervousness and project confidence

### WEEK 3

**PACING, PAUSING AND SIGNPOSTING**

Introducing pacing, and why it is important

Identifying the best way to use pauses when giving a speech

### WEEK 4

**ENGAGING AND INTERACTING WITH THE AUDIENCE**

Engaging your audience

Dealing with questions and interruptions from the audience

### WEEK 5

**MEMORISING, PROMPT CARDS AND SLIDES**

Structuring a speech in order to ensure the clarity of your message

Learning different memorising techniques to help you memorise your speech

### WEEK 6

**GIVE YOUR SPEECH!**

Delivering your final speech in front of your study group and tutor

Giving and receiving feedback on your speech from your study group and from your tutor

# Research Skills

Our Research Skills course develops your student's ability to conduct independent research that goes far beyond their textbooks or basic internet searches. They will learn how to gather information from a wide range of credible resources and how to structure the research process. They will learn about tools and techniques to save them time and how to reference their sources correctly. By the end of the course they will feel confident about their findings and know how to present them in a clear and convincing way.

## By the end of the course, students will be able to:

✔ Manage their research time in the most efficient way
✔ Use tools and techniques to organise their research
✔ Search more deeply for a wide range of sources
✔ Evaluate sources for credibility
✔ Use reading strategies to tackle complex texts
✔ Draw their own conclusions based on research
✔ Reference their sources correctly
✔ Share their findings in a clear and convincing way

## Weekly breakdown for students

### ORIENTATION

**INTRODUCTORY CLASS**
Course introduction
Getting to know your study group and tutor
Checking your skills

### WEEK 1

**WHAT IS GOOD RESEARCH?**
Skills of a good researcher
The research process
Widening your search
Recognising your biases

### WEEK 2

**PLANNING YOUR RESEARCH**
Defining your information need
Managing your time
Saving your research
Organising your notes

### WEEK 3

**FINDING RESOURCES**
Different search platforms
Considering your search terms
Advanced search features
Evaluating resources

### WEEK 4

**USING RESOURCES**
Reading for different purposes
Reading strategies
Emerging themes
Drawing conclusions

### WEEK 5

**REFERENCING**
Writing up your research
Referencing
Academic honesty
Writing a bibliography

### WEEK 6

**PRESENTING YOUR FINDINGS**
Sharing your findings
Using visual aids
Presenting your findings

# Resilience

Each week students will analyse a range of scenarios and learn strategies that will help them gain insight into themselves and how to transform their mindset. They will watch advice from a qualified life coach to better understand why certain attitudes are important and apply new techniques to their own life to help them develop a more positive mindset.

## By the end of the course, students will be able to:

✔ Improve their self-awareness
✔ Recognise and build on their strengths
✔ Understand and regulate their emotions
✔ Use strategies for self-control
✔ Develop a positive mindset
✔ Challenge self-limiting beliefs
✔ Deal with failure
✔ Have a positive communication style
✔ Achieve their dream goals in life

## Weekly breakdown for students

**ORIENTATION**

**INTRODUCTORY CLASS**
Course Introduction
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Checking your skills

**WEEK 1**

**KNOWING YOURSELF**
How I see me
Mindfulness
How others see me
How experiences 'feel'

**WEEK 4**

**THE POWER OF CHOICE**
Challenging 'beliefs'
Looking at situations from different perspectives
Different types of negative thoughts
Confirmation bias

**WEEK 2**

**HARNESSING YOUR STRENGTHS**
Understanding strengths
Strengths vs Skills
Engaging your strengths to overcome challenges
Finding flow

**WEEK 5**

**TURNING DREAMS INTO REALITY**
Turning failure around
How do optimists think?
Growth mindset
Gratitude

**WEEK 3**

**GAINING CONTROL**
Executive functions and success
Strategies for self-control
Importance of healthy habits
What you can control/can't control

**WEEK 6**

**BUILDING CONNECTIONS**
Communication styles
Identifying who boosts your energy
Developing empathy
Supporting others

# Verbal Communication

The Verbal Communication course will develop students English speaking skills to help them create good rapport with others and communicate their messages clearly. The course teaches them techniques to minimise any stress and misunderstanding they may have when interacting with others and to approach different types of conversation with confidence.

## By the end of the course, students will be able to:

✔ Interact confidently and build rapport when speaking with others

✔ Engage others by speaking expressively

✔ Articulate their ideas clearly and concisely

✔ Ask clartifying questions to avoid misunderstandings

✔ Manage turn-taking effectively

✔ Interpret what others are saying and respond appropriately

✔ Use verbal strategies to turn conflict into cooperation

## Weekly breakdown for students

### ORIENTATION

**INTRODUCTORY CLASS**
Course Introduction
Getting to know your study group and tutor
Checking your skills

### WEEK 1

**UNDERSTANDING EXCELLENT VERBAL COMMUNICATION**

Discovering the importance of good verbal communication
Identifying your strengths and weaknesses
Establishing personal goals and areas for development

### WEEK 2

**INTERACTING AND BUILDING RAPPORT**

Sustaining conversation
Learning how to build rapport

### WEEK 3

**COMMUNICATING CLEARLY**

Understanding the importance of being direct
Learning how to improve vocal pace and tone
Improving intonation

### WEEK 4

**COMMUNICATING CONCISELY**

Structuring your message clearly
Using language for cohesion and clarity
Learning how to stay on topic

### WEEK 5

**RESPONDING TO OTHERS**

Improving your active listening skills
Avoiding misunderstandings
Practising ways to deal with objections
Taking turns when speaking

### WEEK 6

**HANDLING DIFFICULT CONVERSATIONS**

Understanding your emotional triggers and how to manage them
Developing strategies to respond calmly to emotional or difficult situations
Learning how to express your needs

# Writing Skills

With our Writing Skills course, students will follow the four key stages of researching, planning, drafting and finalising to improve their essay writing skills. This course will help them to produce their best work no matter what the essay question and will equip them with the techniques and practice they need to make essay writing less daunting and more enjoyable.

## By the end of the course, students will be able to:

✔ Analyse the essay question and define their task
✔ Use techniques for efficient planning
✔ Create a coherent structure
✔ Develop an argument and write purposeful introductions and conclusions
✔ Use appropriate language
✔ Avoid plagiarism and use reference material appropriately
✔ Check essays for accuracy and consistency

## Weekly breakdown for students

**ORIENTATION**

**INTRODUCTORY CLASS**
Course Introduction
Getting to know your study group and tutor
Checking your skills

**WEEK 1**

**UNDERSTANDING WHAT MAKES A GOOD ESSAY AND HOW TO GET STARTED**

Understanding your strengths and areas of challenge

Understanding obstacles to writing and finding your voice

**WEEK 2**

**RESEARCHING YOUR ESSAY**

Analysing essay titles
Brainstorming before you start your research
Using sources appropriately

**WEEK 3**

**PLANNING YOUR WRITING**

Identifying a line of argument for your essay
Structuring and planning your essay

**WEEK 4**

**BUILDING YOUR ARGUMENT**

Using effective strategies to write well-argued and coherent paragraphs, introductions and conclusions

Checking that the content of an essay makes sense and is complete

**WEEK 5**

**DEVELOPING YOUR WRITING STYLE**

Understanding appropriate essay-writing styles

Creating clear and coherent essay drafts

**WEEK 6**

**PREPARING THE FINAL DRAFT**

Understanding and applying the processes necessary for finalising final draft

Presenting an essay with original planning materials

# ETON X

## CETA WORLDWIDE EDUCATION

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