



English for Military and Security Personnel



Anglo-Continental
29-35 Wimborne Road Bournemouth BH2 6NA England

Telephone:
National 01202 55 74 14
International (GB Code) +1202 55 74 14

Fax:
National 01202 55 61 56
International (GB Code) +1202 55 61 56

Email/Website:
english@anglo-continental.com
www.anglo-continental.com

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AIR FORCE PERSONNEL

Specialised English language training in the context of subjects selected from:

Background English

- * Defence and strategic studies
- * International organizations and alliances
- * Inter-Service cooperation and liaison

Air Force Infrastructure

- * Ranks and command structure
- * Branches of the service and their roles
- * Combat formations, units and sub-units
- * Supporting units and services
- * Staff organization

Air Force Operations

- * The principles of war
- * Conventional warfare
- * Nuclear strategy and tactics
- * Defence strategy
- * Bacteriological and chemical warfare
- * Offensive and defensive operations
- * Airborne operations
- * Combined operations
- * Internal security operations
- * Anti-terrorist operations
- * Intelligence and security
- * Aeronautical Information
- * Air Traffic Control

Air Force Equipment

- * Military aircraft
- * Conventional weapons and equipment
- * Tactical and strategic nuclear weapons
- * Signals and communication equipment
- * Satellite systems and space technology
- * Radar and surveillance devices
- * Computerised systems
- * Military transport

Administration and Logistics

- * Staff duties
- * Logistical organization and staff
- * Administrative echelons
- * Supplies and transport
- * Medical services
- * Policing and security
- * Mechanical and electrical engineering services
- * Pay and postal services
- * Accommodation and catering services
- * Uniforms and clothing supply

Recruitment and Training

- * Recruitment and conscription
- * Personnel selection
- * Terms and conditions of service
- * Recruit training
- * Officer and staff training
- * Joint service training
- * Training for special operations

Personnel Management

- * Manpower and planning
- * Career planning
- * Welfare, morale and motivation
- * Military education
- * Military law
- * Personnel documentation

Military Writing and Communication

- * Military writing
- * Signal messages
- * Formal and informal correspondence
- * Briefs and Service papers
- * Written operation orders
- * Report writing and summarising
- * Codes and security classifications
- * Military abbreviations and symbols
- * Operational communications
- * Tactical and strategic appreciations
- * Intelligence summaries & situation reports
- * Daily, routine and standing orders
- * Verbal orders
- * R/T procedures and phraseology
- * Phonetic alphabet
- * Public speaking

A TYPICAL WEEK'S TIMETABLE
English for Air Force Personnel – 30 lessons per week

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday*	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845 - 0930	Grammar Study: Introduction and Practice of a New Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930 - 1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a New Structure	Development of Reading Skills
10.15 - 1045	Morning Break - Personal Teacher available for consultation 1015 - 1030				
Lesson 3 1045 - 1130	Development of Reading skills using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Presentation on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130 - 1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215 - 1330 1330 - 1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400 - 1445 ⁺	English for Air Force Personnel Rank Structure and Air Force personnel roles <u>Language area:</u> Discussing and comparing Air Force personnel roles <u>Lexical Areas:</u> Rank structure, NATO Organisation, Air Force jobs	English for Air Force Personnel Parts of an Aircraft <u>Language area:</u> Technical descriptions <u>Lexical Areas:</u> Fixed wing and rotary aircraft, jet and turbo props, pre-flight checks	English for Air Force Personnel Aircraft Movement <u>Language area:</u> Technical descriptions <u>Lexical Areas:</u> Spatial relationships, aircraft working surfaces, describing movement	English for Air Force Personnel Audio Communication <u>Language area:</u> Checking and clarifying messages <u>Lexical Areas:</u> Phonetic alphabet, radiotelephony. Standard Operational Procedures (SOPs)	English for Air Force Personnel Weather <u>Language area:</u> Describing meteorological conditions <u>Lexical Areas:</u> Basic meteorology, forecasts, precipitation, cloud formations, wind shear, turbulence
Lesson 6 1445 - 1530 ⁺					
1530 - 1630	Multi-Media Learning Centre available				

* New students follow the intake procedure for the first day of their course.

⁺ **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course.)

ARMY PERSONNEL

Specialised English language training in the context of subjects selected from:

Introduction

- * Defence and strategic studies
- * International organizations and alliances
- * Inter-Service cooperation and liaison
- * Military abbreviations and symbols
- * Army terminology

Army Infrastructure

- * Army organization
- * Branches and roles of the Service
- * Combat formations, units and sub-units
- * Support units and services
- * Ranks and command structure
- * Army staff titles and appointments

Army Operations

- * Principles of war
- * Defence strategy
- * Military operations
- * Land Warfare
- * Air Support
- * Army aviation
- * Combined operations
- * Electronic warfare
- * Nuclear, biological and chemical defence
- * Anti-terrorist operations
- * Internal security

Army Equipment and Engineering

- * Armour
- * Artillery
- * Personal weapons
- * Close-support weapons
- * Weapons systems and technology
- * Mechanical and electrical engineering
- * Tactical and strategic nuclear weapons
- * Signals and communication equipment
- * Computers and data processing
- * Armoured personnel carriers
- * Military transport

Administration and Logistics

- * Logistical organization and staffing
- * Supply and transport
- * Medical services
- * Educational services
- * Administrative echelons
- * Security and policing
- * Accommodation and catering
- * Pay and postal services
- * Uniforms, clothing and personal equipment

Recruitment and Training

- * Recruitment and conscription
- * Personnel selection
- * Terms and conditions of service
- * Basic training
- * Operational training
- * Officer and staff training
- * Special operations

Personnel Management

- * Manpower and planning
- * Career planning
- * Welfare, morale and motivation
- * Military education
- * Military law and discipline
- * Routine and standing orders
- * Personnel documentation

Military Communication

- * Written communication
- * Oral communication
- * Official and semi-official correspondence
- * Written operation orders
- * Intelligence summaries and reports
- * Codes and security classifications
- * Operational communications
- * Military Appreciations
- * Verbal orders and briefings
- * R/T phraseology and procedures
- * Public speaking

A TYPICAL WEEK'S TIMETABLE
English for Army Personnel – 30 lessons per week

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday*	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845 - 0930	Grammar Study: Introduction and Practice of a New Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930 - 1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a New Structure	Development of Reading Skills
10.15 - 1045	Morning Break - Personal Teacher available for consultation 1015 - 1030				
Lesson 3 1045 - 1130	Development of Reading skills using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Presentation on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130 - 1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215 - 1330 1330 - 1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400 - 1445 ⁺	English for Army Personnel Military Units <u>Language area:</u>	English for Army Personnel Map reading <u>Language area:</u>	English for Army Personnel Military communications <u>Language area:</u>	English for Army Personnel Patrols <u>Language area:</u>	English for Army Personnel Battalion Organisation: Command Structure <u>Language area:</u>
Lesson 6 1445 - 1530 ⁺	Describing responsibilities <u>Lexical Areas:</u> Personal equipment, describing weapons and their roles	Giving and receiving directions <u>Lexical Areas:</u> Map and compass, GPS, describing topography and natural features	Sending, checking and clarifying messages <u>Lexical Areas:</u> Phonetic alphabet, types of radio equipment	Giving and receiving orders for foot and vehicle patrols <u>Lexical Areas:</u> Routes, locations, assessing hazards	Describing unit personnel duties <u>Lexical Areas:</u> Duties of Commanding Officer (CO), Captain, Officer in Command (OC)
1530 - 1630	Multi-Media Learning Centre available				

* New students follow the intake procedure for the first day of their course.

+ **Specialised Programme** (These times may vary slightly and will be confirmed on the first day of your course.)

NAVAL PERSONNEL

Specialised English language training in the context of subjects selected from:

Introduction

- * Background English
- * Defence and strategic studies
- * International organizations and alliances
- * Inter-Service cooperation and liaison
- * Military abbreviations and symbols

Naval Organization

- * Fleet composition
- * Branches and roles of the Service
- * Combat formations, units and sub-units
- * Support units and services
- * Ranks and command structure
- * Staff structure and organization

Naval Operations

- * Principles of war
- * Maritime power
- * Defence strategy
- * Offensive and defensive operations
- * Surface operations
- * Naval aviation
- * Submarine operations
- * Combined operations
- * Internal security

Naval Equipment and Engineering

- * Surface craft
- * Naval aircraft
- * Submarines
- * Underwater technology
- * Satellite and space technology
- * Marine, mechanical and electrical engineering
- * Conventional weapons and equipment
- * Tactical and strategic nuclear weapons
- * Signals and communication equipment
- * Radar and surveillance
- * Computers and data processing
- * Military transport

Administration and Logistics

- * Logistical organization and staffing
- * Supply and transport
- * Medical services
- * Educational services
- * Administrative echelons
- * Security and policing
- * Accommodation and catering
- * Pay and postal services

Recruitment and Training

- * Recruitment and conscription
- * Personnel selection
- * Terms and conditions of service
- * Basic training
- * Operational training
- * Officer and staff training
- * Seamanship
- * Watchkeeping
- * Sea navigation
- * Damage control
- * Special operations

Personnel Management

- * Manpower and planning
- * Career planning
- * Welfare, morale and motivation
- * Military education
- * Naval law and discipline
- * Daily, routine and standing orders
- * Personnel documentation

Military Communication

- * Written communication and staff duties
- * Oral communication
- * Official and semi-official correspondence
- * Written operation orders
- * Intelligence summaries and reports
- * Codes and security classifications
- * Operational communications
- * Verbal orders and briefings
- * R/T phraseology and procedures

A TYPICAL WEEK'S TIMETABLE
English for Naval Personnel – 30 lessons per week

This timetable gives an indication of a typical week's programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

	Monday*	Tuesday	Wednesday	Thursday	Friday
Lesson 1 0845 - 0930	Grammar Study: Introduction and Practice of a New Structure	Text Study: Development of Vocabulary and Usage	Grammar Study: Dialogue Building	Text Study: Development of Vocabulary and Usage	Grammar Study: Revision and Practice of Structures
Lesson 2 0930 - 1015	Development of Listening Skills	Grammar Study: Revision and Practice of Structures	Language Laboratory: Pronunciation and Intonation	Grammar Study: Introduction and Practice of a New Structure	Development of Reading Skills
10.15 - 1045	Morning Break - Personal Teacher available for consultation 1015 - 1030				
Lesson 3 1045 - 1130	Development of Reading skills using Authentic Material	Oral Practice: Colloquial Speech and Idiomatic Expression	Fluency Development: Student Presentation on Video	Oral Practice: Situational Dialogues	Development of Listening Skills
Lesson 4 1130 - 1215	Activating Vocabulary	Follow-up Activities including Reading and Writing	Analysis of Students' Recordings for Correction and Discussion	Development of Writing Skills: Guided Practice	Progress Test and Review
1215 - 1330 1330 - 1400	Lunch Break Multi-Media Learning Centre available				
Lesson 5 1400 - 1445 ⁺	English for Naval Personnel Ship Characteristics	English for Naval Personnel Deck seamanship	English for Naval Personnel Audio communication	English for Naval Personnel Weather	English for Naval Personnel Ship Organisation:
Lesson 6 1445 - 1530 ⁺	<u>Language area:</u> Making comparisons <u>Lexical Areas:</u> Armament, combat, seaworthiness, manoeuvrability	<u>Language area:</u> Offering solutions <u>Lexical Areas:</u> Cargo handling, rigging, transferring equipment etc.	<u>Language area:</u> Checking and clarifying messages <u>Lexical Areas:</u> Phonetic alphabet, MC system, J system, radio communication etc.	<u>Language area:</u> Making a recommendation <u>Lexical Areas:</u> Describing weather conditions hazardous to shipping.	Command Structure <u>Language area:</u> Describing ship's personnel duties <u>Lexical Areas:</u> Duties of commanding officer (CO), Captain, Executive Officer (XO), etc.
1530 - 1630	Multi-Media Learning Centre available				

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***Over 73 years experience in
teaching English to the world!***

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