



Africa Consulting Group
Groupe Afrique Conseil

PRESENTATION OF THE PROFESSIONAL LANGUAGE CONSULTANTS - A DIVISION OF ACG

Africa Consulting Group – ACG

08 BP 8334 Lome, TOGO

Tel/Fax: +228 251-0257

Mobile: +228 911-1705 / +228 925-7000 /
+228 993-8956 / +228-010-1035

Email: acg@acg-web.com

Website: www.acg-web.com

Professional Language Consultants

The **Professional Language Consultants** is a language consulting service provided by **Africa Consulting Group – ACG**. This unit of Africa Consulting Group provides Professional English Language training and immersion program for both national and international executives, managers and others. The program is designed for active professionals with business experience who seek to enhance their business English proficiency and business communication skills and to expand their cross-cultural business awareness for work in the international arena. Our professionals offer intermediate and advanced courses to improve English speaking, reading, and writing abilities. Our customized Professional English Language (PEL) program can help participants achieve excellent pronunciation, understand proper word choices, learn common idioms, practice professional level writing, or work on foreign accent. Our teaching method is supported by portable modern language laboratory facility. The Center also provides training in translation.

The Rationale of the Center

The goal of the Center is to provide Participants with planned, systematic instruction and support that will enable them to speak the English language fluently and to become more productive in the global, diplomatic, business and decision making community. At the Center, we are dedicated to fostering unique English teaching and learning experience for our diverse participating population. The philosophy of the Center is that each participant's needs and goals in joining the program are unique, so our language specialists work closely with each participant to create the opportunities that can help to achieve those individual goals.

The Center is committed to helping participants accomplish the following:

- ▶ Speak and understand English better by communicating correctly and fluently.
- ▶ Work on accent reduction and pronunciation.
- ▶ Improve your grammar, reading comprehension, listening, and writing skills.
- ▶ Learn English and vocabulary used in everyday activities.
- ▶ Exhibit self-confidence while speaking in front of their peers.

Review of Program's Overall Outcomes:

We will continue developing quality English educational services to meet the needs of a diversified population and become one of the leaders in the teaching of English as a modern and dynamic language within the sub region of West Africa.

The program's overall outcomes are to help participants to use spoken and written English to:

- ▶ Gather, interpret and communicate information.
- ▶ Explore, respond to and extend ideas and experiences.
- ▶ Establish and maintain relationships.
- ▶ Make decisions, solve problems, plan and execute programs and policies.

Individual Evaluation & Registration

To be admitted into our ESL Program, participants must preferably have some basic knowledge of English. Prior to registration, all new program participants will take a placement test.

Curriculum

Intensive English for Professional Success - IEPS

This program offers language instruction with an integrated approach that includes four skills: speaking, listening, reading and writing. The specific courses under this program also includes the incorporation of pronunciation, vocabulary building and conversation activities using grammar in context. Participants also take active part in extracurricular activities, such as conversation hours and film show and review.

This course includes instruction in business practices, business writing and speech & oral presentation. It enriches vocabulary and builds accurate grammar usage. It provokes and reinforces critical thinking by analyzing cases of success stories of businesses, and how they relate to other businesses globally. The program consists of 2 hours of instruction per day, five days a week, plus additional activities (10 hours per week).

Customized programs will be tailored for people and companies in the areas of banking, insurance, telecommunication, manufacturing, and diplomatic organizations, etc. with special needs.

COURSE DESCRIPTIONS

English for Employment Communication 1 emphasizes effective spoken communication, focusing primarily on a comprehensive introduction to general workplace communication. Through a dynamic, all skills approach, participants learn the language they need to communicate effectively with supervisors, co-workers, and customers. During this learning session, participants engage in interactive conversational exercises by creating new workplace conversations. Participants also practice on vocabulary and grammar in work-related contexts and listening comprehension exercises that build participants' confidence in understanding spoken English and cooperative learning experiences.

English for Professional Success empowers participants with the language and life skills they need to carry out their career goals. To this end it provides ample opportunities for participants to build awareness and practice the language in real-life scenarios. Its integrated skills approach develops the participants' self-confidence to survive and succeed in professional and social encounters within an English-speaking global community.

English for Employment Communication 2 deals with analysis and discussion of business case studies and participation in business meetings. Participants continue to build vocabulary, spoken fluency, and listening comprehension, while paying more attention to accuracy. In addition, through writing business reports, summaries, letters, and e-mails, and analyzing case studies, participants utilize and expand their writing and reading competencies.

Business Presentations focuses on building effective business presentation skills. It emphasizes both the language skills and delivery techniques needed for successful presentations. Participants give a variety of formal and informal presentations, which are video-taped to allow each participant to address his/her own challenges and gain confidence in speaking publicly in English. The final activity is a PowerPoint presentation of the participant's findings from the Business Action Project.

Business Writing helps participants polish their writing skills, specifically in the types of writing normally done in business. Participants learn to convey information in clear, concise language and to improve editing skills. Some of the types of writing participants complete include letters (for various purposes such as requesting information, providing information, thanking, complaining and responding to a request or complaint), emails, memos, reports, and summaries. Other types of writing, such as résumés, are included as requested by participants.

English Workshop Programs

There are two workshop programs: Intermediate and Advanced. These programs help participants to build upon their knowledge of grammar and vocabulary. They acquire the basic tenses, expand the range of idiom, and improve their communication skills. At each level, we offer four classes: reading, writing, listening, and grammar/speaking. Although the focus of these classes becomes more difficult from Intermediate to Advanced, the general goals for each level are the same.

Reading: In our reading classes, you learn to:

- Build your vocabulary
- Increase your reading speed and fluency
- Read successfully for different purposes
- Develop efficient reading strategies

Writing: In our writing classes, you learn to:

- Write comfortably and confidently in English
- Write for a variety of purposes and readers
- Express your ideas clearly and correctly
- Develop effective composition strategies

Listening: In our listening classes, you learn to:

- Develop strategies for comprehending spoken English
- Understand different types of spoken English, from short conversations to interviews
- Take notes on important information

Grammar/Speaking: In our Grammar/Speaking classes, you learn to:

- Understand and use the meaning, form, and usage rules of English grammar
- Speak fluently, correctly and confidently
- Self-correct when you are speaking

Intermediate English Workshop Program

At Intermediate level, participants build a solid foundation in English. By the end of this level, they know the fundamentals of English grammar; can read articles, stories, and short textbook material; can understand spoken English in a variety of situations; and can communicate most of their ideas in spoken English. Courses at this level help develop participants' awareness of the relationship of grammar to meaning. They learn to participate in large group discussions and practice giving short talks. They develop fluency in speaking and writing. They enhance participants' ability to communicate with and understand English speakers. You increase grammatical accuracy in writing and speaking and develop your reading comprehension.

Grammar Review I

This course is designed for those who have a good command of English and would like to sharpen their skills in grammar, learn to minimize errors in English structures. Constructive feedback is an ongoing and essential element of this course.

Writing and Editing Seminar I

This reading and writing course is designed to help those who are proficient in English to write comfortably in both a professional and a more casual settings. The primary goal of the course is to help students to develop their accuracy, style, and vocabulary, and to improve their self-confidence when expressing themselves in writing.

Expository Writing Workshop I

This course helps students already proficient in English to read and write more comfortably in both personal and professional settings. Regular writing assignments will give students an opportunity to apply these techniques in order to write clear, correct and well-developed essays on a variety of topics. Special attention is paid to improving grammatical accuracy, style, and tone.

Accent Correction I

Study the sounds, rhythms and intonation of American English. This course is taken in our multimedia computer lab dedicated to helping you with pronunciation and accent reduction. Then, on the audio media, you will analyze your own speech by recording your voice, comparing it with the speech of a native speaker, finding errors, and correcting your speech. This course helps fluent participants to identify and correct individual pronunciation difficulties. It helps to strengthen participants' ability to communicate by minimizing accent interference and uneven speech patterns. Within our audio-visual laboratory environment, participants learn to enunciate word properly and get an individualized program for accent improvement.

Speaking with Confidence and Fluency I

This course helps participants express themselves with ease and accuracy in a variety of public settings. Learn confidence-building techniques and common delivery styles of American English. Video sessions are used to provide insight into communication process.

Advanced English Workshop Program

This program further develops participants' fluency in speaking, reading, listening and speaking. You attain a high command of vocabulary words and idioms to help you participate in class discussions. You acquire a stronger grammar foundation, develop your ability to react to readings and enhance active listening skills. Participants will acquire the appropriate skills in giving oral presentations, taking comprehensible notes, self correcting for accuracy in writing and speaking, writing multi-essay compositions and simple academic papers as well as reinforcing critical thinking. The courses present an integrated approach in language acquisition for academic life and career.

Grammar Review II

This is a more advanced grammar review for fluent speakers ready to master more complex structures of the English language. The course examines confusing grammatical points, focuses on minimizing errors and gaining confidence in the use of advanced structures while getting assistance with individual problems.

Writing and Editing Seminar II

As an international professional already proficient in English, you may be ready to concentrate on writing and reading for personal and professional reasons. In reading, the focus is on the interpretation of nuances and implications. You will acquire the skills that allow you to write about sophisticated subject matters with accuracy and clarity.

Expository Writing Workshop II

This course is designed to help those who already read and write English comfortably but who wish to further develop and polish their writing. Participants learn to examine their own writing with a critical eye. Regular assignments provide opportunities to apply sophisticated techniques of composition, with special focus on writing that is natural and idiomatic.

Accent Correction II

This course builds on Accent Correction I. It continues to focus on areas of English pronunciation that can cause difficulties – vowels, consonants, intonation, syllabic stress, and blending. Within our audio-visual laboratory environment, participants learn to enunciate words properly and get an individualized program for accent improvement.

Speaking with Confidence and Fluency II

This course builds on Speaking with Confidence and Fluency by enhancing participants' understanding of American and British cultures by working in a supportive and small group settings. Attention is given to speaking styles and social forms. Fluency and ease of delivery are the ultimate goals.

Translation Seminar

The boom in international trade and diplomacy has brought with it an increased demand for addressing communication issues. In less than a decade, the translation and software-localization businesses have evolved from a cottage industry into the global business imperative. The need for professional translation is growing rapidly in an age of globalization. Every multinational company and organization uses translation services. Many companies now have translators on staff.

Despite such growth, the language industry is experiencing a severe shortage of talent and information to meet this demand. Much of the translation currently being undertaken in corporate settings, where the demand for translation is growing most rapidly, is being accomplished by untrained bilingual employees. Without training in what translation really implies, these individuals can actually create more problems than they are prepared to solve.

Thus, the emerging language industry is sorely in need of “best practices” – standards of excellence which can assist in communications between clients and vendors, and also aid in the training of those entering the translation industry.

The five-day seminar helps participants develop skills at translating from one of these languages into the other to a high professional level. It concentrates on two language pairs – English to French Translation and French to English Translation.

WHO SHOULD PARTICIPATE

- Freelance translators
- Individuals working in law firms, medical organizations, and corporations who need to supervise or perform translations of documents
- Bilingual individuals interested in a career in commercial translation
- Translators interested in expanding their subject area expertise

ADMISSION

Participants must hold a bachelor degree in language studies and pass an admission test to obtain permission to enrol in the program.

PROGRAM BENEFITS

- Understand the complexities of translation and work with knowledgeable care in individual assignments.
- Use computerized translation tools to speed up and simplify translations.
- Become familiar with commercial, legal, and medical translations and how these are created and formatted for different language pairs.

MODULES

Introduction to Translation: Mapping the Processes of Translation is a course which provides a survey of the reference materials, methods and techniques of translation. It explains the translation process while exploring some current influences

PRESENTATION OF THE PROFESSIONAL LANGUAGE CONSULTING

on translation training by combining theory and practice. Here, translation is described as an activity with intentional and a social dimension establishing links between a source language and a target language.

The goal of this course is to provide students with a foundation in the theory, practice, and ethics of translation. Translation involves two basic skills: ability to read the source language and ability to write in the target language. Mediating between those two skills is what might be called translation judgment. Specifically, this foundation course will address the history of translation; types of translation—semantic or literal translation versus communication- or target-language-driven translation; translation ethics; and the business of translation. Participants will develop translation judgment first by learning how to analyze texts in the source language.

Developing Translation Competence. This course presents a comprehensive study of what constitutes Translation Competence by focusing on the skills, knowledge and strategies that make up translation competence. Finally, the module consists of defining, building and assessing the accumulated competence.

Translation Tools for Business. There are higher expectations of technical expertise for the modern-day translator. Often, the translator’s ability to use the computer-related tools is as important as his ability to translate in the first place. To do this effectively, basic technical knowledge is essential. This course is intended to assist participants acquire the skills in the usage of such tools.

Commercial Translation concentrates on the analysis and translation of documents related to business, banking, finance, and insurance. It also introduces the program participants to more challenging documents and terminological problems encountered in this field.

This course will focus on business and financial translation. Participants will be expected to develop an understanding of the terminology and concepts most often encountered in business and financial translations and will be encouraged to read the financial press daily to aid in this process.

Participants will be required to develop a language-specific glossary of terms, indicating their usage in various contexts, based on the course readings and assignments and any research they do to complete the assignments. They will also be expected to hone their terminology research skills. This is particularly important for the ever-evolving terminology of finance and investment banking, as this terminology is rarely found in bilingual sources. They will also be taught to seek and evaluate target language parallel documents for their translations whenever possible and will be asked to share these documents with their practicum colleagues and their instructor. Some of the topics to be covered in this course are letters of credit, securities issues and markets, various forms of debt, and annual reports.

Legal Translation provides an introduction to the demanding task of translating between the languages of two different legal systems. The course also addresses issues related to legal style, terminology, and specialized reference materials.

This course will provide an overview of the nature of legal translation. Because a legal document, when executed, bears legal liabilities, the translation of a legal document

usually has the same legal effect as the original. As a result, there are high requirements for accuracy in legal translation in meaning, tone, and style. The characteristics of legal translation in general will also be discussed. This course will also cover the different areas of legal translation: corporate, litigation, intellectual property, and tax. Their respective features in translation will be reviewed. This course will give an overview of the different bases of legal systems and how to research legal issues in the countries of the various language pairs. Finally, it is important for the translator to understand cultural and linguistic differences that shade meaning in a legal text.

Scientific & Technical Translation. This module addresses problems specific to technical translation. Sample texts are related to engineering, petroleum, telecommunication, manufacturing, and more.

Medical Translation. The medical industry is expanding. Information is exchanged across international borders, from pharmaceutical and advanced technologies to biomedical and genetic research. The module addresses several broad aspects of medical translation from language of medicine to the consideration of register and terminology.