**SAMPLE SYLLABUS: ENGLISH FOR THE OIL & GAS INDUSTRY** (Intermediate – Upper-intermediate level)

Actual content depends on pre-course Needs Analysis, and is subject to on-going change as the course evolves. These are sample modules only. Other modules can be created around specific roles within the oil and gas industry, including the technical areas of engineering, upstream operations and downstream distribution, for example.

1. **INTRODUCTIONS**
- Course outline and approach
- Introducing yourself and others
- Describing your role and responsibilities

2. **OIL AND GAS PRODUCTION**
- Key vocabulary
- Describing refinery processes
- Maintenance and shutdowns

3. **HEALTH & SAFETY, RISK MANAGEMENT**
- Health & Safety fundamentals
- Risk and problem-solving: industry scenarios (e.g. environmental, accidents...)
- Hypothesizing 'What if?' scenarios - related role play and feedback

4. **FINANCIAL ISSUES**
- Numbers
- Oil and gas prices and their implications, trends
- Exchanging facts and figures; asking for and giving information; handling queries

5. **SUSTAINABILITY**
- Environmental protection
- BP Deepwater Horizon Disaster
- Innovation and sustainable energy

6. **COMMUNICATING WITH OTHERS**
- Language of telephoning
- Writing and responding to emails
- Using plain English, eg when presenting data

**7. COMPANY PRESENTATIONS**

- Giving an overview of the company
- Language of presentations: introductions, sequencing, narrative, conclusion
- Mini-presentation on industry-related topic

**8. NEGOTIATING**

- Language of negotiations
- Typical negotiating contexts in the oil industry
- Listening: negotiating a contract - role play(s) and feedback

**9. CULTURAL CONSIDERATIONS**

- Dealing with your international partners
- Cultural tips
- Language of meetings - meeting role play

**10. SOCIAL ENGLISH, VISITORS**

- Social English: entertaining visitors, small talk and making conversation
- greeting a visitor and taking them round the field
- Responding to questions

**COURSE FEATURES**

- ✓ Flexible content to meet emerging needs
- ✓ Flexible logistics, including training location, scheduling, and duration
- ✓ Customised materials, including company documents where appropriate
- ✓ A choice of training methods, including in-house training, in-country immersion, online tuition and self-study
- ✓ Experienced, native-speaker trainers using participative, practical methodology
- ✓ On-going review and assessment
- ✓ Customised online reporting platform, to include attendance, trainer notes, and progress assessment
- ✓ Customised online learning resource, to include lesson materials, extra resources, and learner forums