English for Aviation & Transportation Professionals

A Capacity-Building Seminar Series in Speaking and Listening

Overview

A 15-session seminar series that builds the spoken English and listening skills aviation and transportation staff use every day. Participants start with technical communication (aviation abbreviations, navigation and position reporting), then build the professional and interpersonal English needed to welcome, assist and guide visiting partners and travellers. Every session is practical and discussion-based, with vocabulary recycled across the series so new language becomes usable language.

At a Glance

Who it's for	Ministry, airport and transport staff who use English with international colleagues, crews and visitors
Format	15 interactive seminars in three modules (3 weeks, 5 sessions per week)
Focus	Speaking and listening, with pronunciation workshops built in
Outcomes	Communicate clearly on technical aviation topics; build professional rapport; confidently host and assist visitors

Seminar Schedule

The series moves from technical aviation English to everyday professional communication, then to hosting and supporting visitors.

Module 1: Aviation Communication Essentials

Seminar	Topic	Participants will be able to	Key vocabulary
1	**Introductions, Abbreviations & Locations**	Introduce themselves, spell names with the phonetic alphabet, explain common aviation abbreviations, give positions in degrees, minutes and seconds	ILS, VFR, NDB, ADF, OAT, RVR, TAS, TOGA, ZFW
2	**Navigation & Reporting**	Locate a lost flight using navigational methods; describe past events with correct past-tense endings	coast, valley, reservoir, power lines, high ground, built-up area
3	**Confirming Information & Land Features**	Confirm and correct information; describe terrain and landmarks	cruise, approach, navigate; ridge, harbour, marshland, lighthouse, urban area

Module 2: Professional & Interpersonal Communication

Seminar	Topic	Participants will be able to	Key vocabulary

4	**Greetings & Leave-Taking**	Greet, respond and close conversations in formal and informal settings	How's it going?, see you later, take care
5	**Expressing Gratitude + Pronunciation: word and sentence stress**	Express and respond to thanks appropriately	appreciate, grateful, acknowledge, recognition
6	**Small Talk**	Start and sustain light conversation; ask follow-up questions	nice to meet you, pleasant, enjoy, chat
7	**Describing People**	Describe appearance, personal traits and job roles	friendly, demeanour, characteristics
8	**Describing Things**	Describe objects and equipment; ask for clarification	size, shape, feature, specification

Module 3: Hosting & Supporting Visitors

Seminar	Topic	Participants will be able to	Key vocabulary
9	**Accommodation**	Ask about and recommend lodging; make reservations	booking, amenities, reservation
10	**Transportation + Pronunciation: sounds review**	Explain transport options, schedules and fares	transfer, fare, schedule, terminal
11	**Heritage & Cultural Sites**	Describe places of interest, give directions, share opinions	landmark, heritage, exhibition, tradition
12	**Asking for Information**	Ask clear questions and clarify details	inquire, clarify, directions
13	**Making Requests**	Make polite requests and respond to them	Could I...?, I'd like..., assistance
14	**Role Plays: Assisting Visitors**	Handle check-in, itineraries and directions in realistic scenarios	itinerary, check-in, guidance
15	**Review & Practical Application**	Apply the series' language in extended role plays; reflect on progress	All series vocabulary

How Each Seminar Runs

Every seminar follows the same Engage, Study, Activate, Evaluate cycle, keeping each session focused on one practical topic.

1. **Engage:** a warm-up that activates what participants already know.
2. **Study:** the facilitator introduces the topic, key vocabulary and language functions.
3. **Practise:** guided activities to use the new language accurately.
4. **Apply:** freer, real-world practice such as discussions and role plays.
5. **Evaluate:** a short wrap-up on what was learned and how to use it on the job.

Vocabulary is tracked and reused throughout the series, and activities from a core course text are woven into the later modules.