

Foreign Languages

Basic and Intermediate English Language Courses – Naturalization Department

Detailed Objectives “Smart”

- Linguistic functions: to provide participants with the necessary linguistic skills (writing, reading and speaking).

Course Content

- Linguistic functions.
- Grammar and sentence structure.
- Listening and conversation.
- Reading and writing.

Course requirements

- Participants must be staff members of the Naturalization, Residency and Ports Department.

Course Date

One (1) course – Duration: nine weeks “joint”

From: 01/02 - 02/04/2015

Number of participants: 20-25 trainees.

Course Venue

Emirates Institute of Naturalization, Residency and Ports

Training Coordinator

Officers Training Branch Manager - Training Department

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Foreign Languages

Basic English Language Course

Detailed Objectives “Smart”

- To develop participants’ skills, knowledge and abilities to use English language as a medium of communication.

Course Content

- Identifying relevant concepts and terminologies in English language.
- Revealing English Language skills.
- Using relevant English terminologies /phrases in police work.
- Writing police reports in English Language.

Course requirements

- Participant must be an officer whose nature of work requires English Language.

Course Date

Five (5) courses – Duration: The first course eight weeks, the second course five weeks, the third and fourth courses six weeks, the fifth course four weeks.

Course 1 : 15/02 – 09/04/2015

Course 2 : 01/03 – 26/03/2015

Course 3 : 26/04 – 04/06/2015 “joint”

Course 4 : 11/10 – 19/11/2015 “joint”

Course 5 : 01/11 – 26/11/2015 “joint”

Number of participants: 20-25 trainees.

Course Venue

Course 1: Officers Training Institute.

Course 2: Police Training Institute – Ras Al Khaimah.

Course 3 & 4: Technical Training Section.

Course 5: Police Training Institute – Ras Al Khaimah.

Training Coordinator

Officers Training Branch Manager - Training Department

Foreign Languages

English for Telephone Conversation Purposes

Detailed Objectives “SMART”

- To define the concept of effective communication in English Language.
- To use English terms while talking on the phone.
- To promote education and self-development opportunities by using the English language.
- To master the skills of speaking in English on the phone.

Course Content

- The concept of effective communication by using the English language.
- Basic skills in conversing in English.
- English vocabulary used when talking on the phone.
- English grammar in telephone conversations.
- use of English language for telephone conversation purposes.

Course requirements

- Participant must be an officer whose nature of work requires English Language.

Course Date

One (1) course – Duration: one week

From: 07/06 - 11/06/2015

Number of participants: 20-25 officers.

Course Venue

Officers Training Institute –Police College– Abu Dhabi

Training Coordinator

Officers Training Branch Manager - Training Department

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Foreign Languages

English Language for Meetings

Detailed Objectives “Smart”

- To identify major concepts and terminologies in English.
- To reveal the skills of communicating and managing meetings in English language.
- To use English Language in meetings.

Course Content

- General concepts and terminologies in English language.
- Rules for communication in English language.
- Foundations, principles and functions of the English language in the work place.
- The determinants of individual and collective communication in the English language for the purpose of meetings.
- Workshops and application of basic skills in English language.

Course requirements

- Participant must be an officer whose nature of work requires English Language..

Course Date

Three (3) courses – Duration: one week

Course 1 : 15/03 – 26/03/2015 “two weeks – joint”

Course 2 : 18/10 – 22/10/2015

Course 3 : 08/11 – 12/11/2015

Number of participants: 20-25 trainees.

Course Venue

Course 1: Technical Training Section.

Course 2: Officers Training Institute.

Course 3: Police Training Institute – Ajman.

Training Coordinator

Officers Training Branch Manager - Training Department

Foreign Languages

English Language Course (Intermediate Level)

Detailed Objectives “Smart”

- To identify concepts and terminologies in English.
- To highlight the skills of using English language.
- To use police terms and vocabulary in the routine work.
- Police report writing in English Language.

Course Content

- The principles of English language (vocabulary, concepts, terminologies).
- constructing English sentences - English Grammar
- skills of Listening, speaking, reading and writing in English.
- Skills of using the English language in public life and in policing.
- English expressions.
- Methods of English Language proficiency assessment.
- Preparation for the English language proficiency test.
- Principles of using the English language (as a seminar).

Course requirements

- Participant must be an officer whose nature of work requires English Language..

Course Date

One (1) course – Duration: eight weeks “joint”

From: 15/11 - 24/12/2015

Number of participants: 20-25 trainees.

Course Venue

Federal Police School – Sharjah.

Training Coordinator

Officers Training Branch Manager - Training Department