

Communication Skills - Career-Ready English

Dates: 06/10/2026, 26/01/2027, 11/05/2027

Locations: The Exchange

This Community course helps you develop the English communication skills needed to succeed in the workplace and during the job search process. Over six weeks, you will build confidence in both written and spoken communication through practical, real world tasks. The course also supports the development of key transferable skills—such as critical thinking, problem solving and teamwork—often referred to as Fusion Skills. These skills will help you understand information, express your ideas clearly and communicate effectively with employers and colleagues. The overall aim is to strengthen your readiness for work and prepare you for the communication demands of the modern workplace.

Entry Requirements

This course is suitable for learners working at Level 1 and above. You should already be able to communicate in familiar situations, follow instructions and write short, simple texts. You do not need formal qualifications, but good everyday English skills and an interest in improving your work related communication will help you get the most from the course. This course is ideal for adults preparing for employment, career development or further study.

What topics does the course cover?

The course focuses on the communication skills needed for work and job seeking. You will explore how to write clear and professional short texts such as emails and simple job application information. You will also practise speaking for workplace conversations and interview style situations, including asking questions, giving information and contributing to group discussions. Critical thinking, problem solving and other Fusion Skills are built into the sessions to help you respond thoughtfully, make informed decisions and communicate confidently in different work related contexts.

How will I be taught and assessed?

Learning is interactive and supportive. You will take part in pair work, group discussions, short writing tasks and speaking activities based on real workplace situations. You'll also practise simple role plays and problem solving tasks to build confidence. Your tutor will give ongoing feedback throughout the course, and assessment will be informal and continuous.

Are there any other costs or equipment I need to get?

There are no additional costs for this course. All materials are provided. You may bring a notebook or device if you find it helpful for taking notes.

By the end of the course what should I be able to do?

By the end of the course, you should feel more confident communicating in everyday work situations, both in writing and speaking. You will be able to produce clear, simple professional messages, take part in short workplace conversations and use appropriate tone and language for different audiences. You will also have developed key transferable skills—including critical thinking, problem solving and teamwork—which will help you approach job applications and workplace tasks with greater confidence.

What are the progression opportunities following this course?

After completing the course, you may progress to other employability programmes, Functional Skills English at Level 1 or Level 2, digital skills courses or other WAES community learning courses that support confidence, communication and job readiness. You may also feel ready to move into volunteering, work placement opportunities or further training. Your tutor will help you decide on the most suitable next steps based on your goals.