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International Journal of English Learning and Teaching Skills
WORKPLACE ENGLISH TRAINING

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Abstract

In today's global society, business is increasingly conducted across borders, with English often used as the language of international communication. Being able to use English in the workplace has many benefits, including: helping your business succeed, building trust with colleagues and customers, building and improving international relationships, enhancing skills, earn good salaries and improve international relations through cultural understanding. Workplace cultures and organizations are changing as they adapt to globalization and rapid technological developments. Likewise, the nature and role of language in work and literacy requirements in the workplace are changing in the face of increasingly multicultural work environments and global networks of communication. Among these changes, recent research has highlighted the role of informal modes of interpersonal communication in the functioning of the modern workplace. Successful participation in such interactions should not only be seen as a matter of social inclusion but also as a verbal activity.

This article reviews current research on the nature of language in the workplace, with particular attention to the contributions of ethnographic research and language socialization. It then discusses research on four aspects of language content in employment programs: employability skills, interpersonal communication, intercultural openness, and the importance of language and Pedagogy focuses on job interviews. These soft skills are just as important as your language skills in building lasting business relationships and can help you develop an awareness of cultural differences that can define how you communicate and how to interpret your words

KEYWORDS:

Global, English, International Communication, Cultural Differences, Pedagogy, interpersonal Communication, interpret

Introduction

English as an international business language is gaining importance in both native and non-native English speaking countries. This article aims to find out the importance of English in the workplace by conducting a survey among employees of various companies in India. The results show that the need to know English in the workplace has not changed and the participants re-emphasized the role of English as an influencing factor in interviews and in the workplace. In addition, it has been found that poor communication skills in English can hinder attempts to find a good job. In addition, participants highlighted the need for in-house English training to improve the skills needed to perform their duties. Among all skills, speaking was considered to be the most important skill in the workplace and most recognized the need to improve their speaking skills, with most participants preferring online training as the preferred method.

In this age of globalization, the role of English in career development is undeniable. English language proficiency is not the only criterion for career advancement, but its importance in the corporate world is widely recognized. In a country like India, it is clear how the lack of English language proficiency affects the career prospects of many young graduates. While low-wage jobs may not require advanced English proficiency, many organizations expect graduates to have a moderate level of language proficiency. Today, many research reports around the world increase the relationship between English language and employability. Market globalization requires employees to conduct daily business transactions and communicate with executives in different regions around the world. Activities such as emails, online chats, and business presentations require "above average" language skills to communicate information clearly and concisely to all participants. Numerous studies conducted in various Asian countries have shown that English improves job performance and increases chances of promotion. Ojanperä Miina (2014) points out that poor English language proficiency slows down the flow of effective communication, leads to misunderstandings, creates frustration and creates barriers among employees. In the corporate world, English is the most widely used language and knowledge of English has become one of the most important job skills. Proper English means not only the ability to produce grammatically correct sentences, but also other skills related to effective communication such as presentation skills, persuasive and negotiation skills, and interpersonal skills using the English language. Due to the global market, English language requirements may increase year by year, and employees who do not have sufficient English language skills may find it very difficult to develop their careers.

Analysis

Since most corporate communication in India is in English, speaking English fluently and fluently is considered important for many jobs. This ability to express ideas clearly and understand them is essential for a successful interview exchange. 97.4% of participants agree that poor English communication skills make them less likely to be hired in a job interview. Getting caught up in the lack of educated vocabulary can confuse candidates looking for better job opportunities in job interviews. Using the wrong tense can confuse the interviewer and affect the communication process. No matter what field a professional belongs to, the ability to use the right words at the right time enhances effective and helpful communication. Furthermore, all survey participants acknowledged that their English skills had influenced their careers in many ways. About half of all employers offer better starting salaries to candidates with good English skills. This can also lead to better job performance and faster salary increases.

A survey by QS and Cambridge English found that most Ukrainian employers (83%), along with 80% in China and 79% in Iraq, offer more benefits to language-proficient employees. David Malone (2012) states that effective communication occurs when the maximum amount of messages is delivered and successfully understood at minimum cost. Effective business communication can be as simple as writing effective emails that ensure business tasks are properly assigned and completed, or it can be as simple as how to negotiate a billion dollar deal. Dealing with people from different cultural backgrounds.

94.7% of respondents agreed that companies should implement English training programs and 86.8% of respondents said that companies should invest in improving the language skills of their employees. Airbus, DaimlerChrysler, Fast Retailing, Nokia, Renault, Samsung, SAP, Technicolor and Microsoft Beijing, according to the Harvard Review article. Many companies offer English training programs to improve the performance of their employees. Therefore, employees with good business language skills are more likely to be given higher responsibilities and advance more quickly to higher paying positions. In Saudi Arabia, the government has made it clear that it wants international companies to hire Saudis, help them improve their English skills, and even pay for such training courses.

Research shows that when employees feel valued for their personal and professional development, they are often more loyal to their company and more likely to be more productive at work. The survey results show that speaking is the most important skill of all, with almost 44% of respondents admitting that speaking English is their weak point. The results prove that verbal communication remains a top skill in the workplace. Oral communication is the ability to interact with others, present and exchange information and ideas. That is, meetings, presentations, discussions, etc. Verbal communication skills should be effective in solving problems, negotiating solutions and making decisions.

Main objectives

There are many reasons that motivate people to study English. If you can identify your reasons, private lessons can help you find a course that fits your needs. If you are unsure of your motivation for learning English, here are some goals to help you identify your goals.

For Work Reasons:

With the globalization of business in today's world, all professionals who want to meet the demands of the market must have an adequate level of English. Both to apply for a new job and to grow in my current company.

Knowing English will not only help you stand out from other applicants who do not speak the language, but it is an essential requirement for management and leadership positions.

Learning English for better opportunities:

Speaking a second language is important in business, but most importantly, learning English will open many doors for you professionally. This is the key to unlocking unique and valuable career opportunities. Which one do you know?

From being promoted to being selected by the managers themselves to successfully do business with the company internationally. Just by mastering the universal language and understanding it 100%, you have one of the best tools at your disposal.

To grow your business:

If you are a business owner and want to expand your business across borders, you need an adequate level of English. As a bridge between you and the outside world.

To improve our relationships with customers and suppliers:

With the ability to speak fluent English, you will have no problem communicating with your partners, customers and suppliers from anywhere in the world.

For academic progress:

If you are planning to travel abroad to specialize in a field, knowing English is an essential requirement because the best universities in the world use English as their official language.

To access new cultures:

Language and culture go hand in hand and if you want to learn a new culture, you must master the language. And actually speaking a language means knowing informal expressions and special terms used by native speakers of that language. In an increasingly globalized world, cultural exchange is a very rich aspect that changes our understanding of the world.

To improve working relationships:

Learning English is the factor that allows us to train our employees and bring them to a higher level of language that will have a positive impact on everyone's life. This allows us to build a better relationship not only with our team, but with management who care about decisions for the company's well-being.

To improve personal performance:

On a personal level, nothing is more satisfying than learning something new. Especially if it is a new language. Learning English is a very difficult task, but once you achieve it, you have achieved such an important goal. In addition, this personal satisfaction greatly increases self-confidence and self-confidence.

The importance of learning English for companies:

The key to success emerges when the team of an organization is united, focused on success, committed and driven. This is what English does in the company. It is precisely because we have cultivated people that it is not only an opportunity for further evolution of the company. Learning English provides a level of personal growth for every employee as it can be developed beyond the workplace.

It's a tool that motivates your team and makes them feel good about participating in a quality training program. To evaluate him and plan firmly to improve his intellectual level. All these efforts are reflected in the productivity, talent retention and achievement of the company's proposed goals.

How can I train my employees in English?

Now there are simple, advanced and easy-to-implement alternatives for language teaching teams. Learning English can seem complicated, but only if there are no effective strategies to facilitate learning. We tell you considering the profitability of a company is essential to develop an effective strategy to achieve results. One of the ways to comply with this management is to offer flexible online courses. This is a smart option for the development of human resources.

To strengthen each employee, some companies offer courses tailored to each level of English. We also have prices that can be adjusted to fit your budget without compromising on quality and Commitment. Remember, only the intellectual growth of people can lead to the positive change your company needs.

Everything starts with you. If you learn English fluently, you will be interested in learning English in your team. You are a role model for the company, trustworthy and in a strong position to convey a sense of security. Employees feel it and want to quit. Therefore, your support is the key to creating the necessary motivation to learn English optimally and profitably. You can host meetings and empower your team to get started with confidence.

How to overcome your fear of speaking English

English is a way of life, not a 6 month, 1 or 2 year course. Achieving a goal if you consider it impossible or very difficult to achieve, but in addition, you do not have enough motivation to study, you are afraid of making a fool of yourself in public or are completely blocked from speaking, despair of incompetence, feeling unable to Speaking a language can be overcome with the right tools. Whenever you think you need a long-term course to speak English, you might think it's a good idea to spend some time studying and visualizing a part of your life.

It should also seem like a comfortable career that offers benefits such as finding a better job, doing good business and enjoying a different culture abroad without having to deal with language barriers. This is achieved by gradually achieving short-term goals, so you should forget about goals such as speaking English for a certain period of time. Yes, English is well spoken, but only when you need it. You should set short, specific and achievable goals, such as suggesting that if someone speaks to you in English, you will understand 5-10% within 3 or 6 months. This can be done by: Find an English audio file and listen to it a few times. Write down your understanding, save it and listen again in three months. Write your comprehension percentage to see how much you have improved in these three months.

Learn 3 irregular verbs a week to improve your speaking skills, learn how to conjugate them, and recommend using them in presentations to teachers to improve your accent. All this is done with professional help, so as the best form of professional care, you should enroll in an English course at home. Depending on your needs, home courses can be held at home or office, provided you have a quiet place and all the materials available.

Tips to learn English faster

If you decide to take an English course, you should know that it is a multi-step process that requires dedication, discipline and patience. However, with these tips you can optimize your learning process and reach your goals faster.

- Practice what you learn in class every day
- If you have any questions, ask your teacher
- Complement the content seen in class, listen to songs, and watch videos and movies in English to have a better approach to the language.
- Share your experiences in the same process with other people
- Cultivate learning habits during class time and individual practice time.

Conclusion

In the business world, communicating with strangers is something you will likely encounter on a daily basis. Fluency in English will give you confidence in intercultural communication. You can also strengthen your leadership qualities and ability to build relationships with other employees. The level of proficiency in business and personal English may differ between native English speakers and non-native English speakers.

The main problem of reading is lack of comprehension due to poor grammar. Unable to understand words, phrases, slang, or idioms. And the lack of comprehension vocabulary when writing is the problem of not using correct grammar and structure. Spelling, punctuation and other terminology errors. Difficulty in writing messages in the desired way. Perceived effects of an employee's limited language skills in the workplace include: It limits an employee's growth potential in the workplace. Communication between employees becomes difficult and has a negative impact on worker safety. Most employees do not receive English courses or training from the company. The main areas of English courses/training required by employees are: grammar and structure, basic verbal communication skills and report writing. Fill out the form at work.

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