English for Military and Security Personnel
## ENGLISH FOR MILITARY AND GOVERNMENT

### AIR FORCE PERSONNEL

Specialised English language training in the context of subjects selected from:

**Background English**
* Defence and strategic studies
* International organizations and alliances
* Inter-Service cooperation and liaison

**Air Force Infrastructure**
* Ranks and command structure
* Branches of the service and their roles
* Combat formations, units and sub-units
* Supporting units and services
* Staff organization

**Air Force Operations**
* The principles of war
* Conventional warfare
* Nuclear strategy and tactics
* Defence strategy
* Bacteriological and chemical warfare
* Offensive and defensive operations
* Airborne operations
* Combined operations
* Internal security operations
* Anti-terrorist operations
* Intelligence and security
* Aeronautical Information
* Air Traffic Control

**Air Force Equipment**
* Military aircraft
* Conventional weapons and equipment
* Tactical and strategic nuclear weapons
* Signals and communication equipment
* Satellite systems and space technology
* Radar and surveillance devices
* Computerised systems
* Military transport

**Administration and Logistics**
* Staff duties
* Logistical organization and staff
* Administrative echelons
* Supplies and transport
* Medical services
* Policing and security
* Mechanical and electrical engineering services
* Pay and postal services
* Accommodation and catering services
* Uniforms and clothing supply

**Recruitment and Training**
* Recruitment and conscription
* Personnel selection
* Terms and conditions of service
* Recruit training
* Officer and staff training
* Joint service training
* Training for special operations

**Personnel Management**
* Manpower and planning
* Career planning
* Welfare, morale and motivation
* Military education
* Military law
* Personnel documentation

**Military Writing and Communication**
* Military writing
* Signal messages
* Formal and informal correspondence
* Briefs and Service papers
* Written operation orders
* Report writing and summarising
* Codes and security classifications
* Military abbreviations and symbols
* Operational communications
* Tactical and strategical appreciations
* Intelligence summaries & situation reports
* Daily, routine and standing orders
* Verbal orders
* R/T procedures and phraseology
* Phonetic alphabet
* Public speaking
This timetable gives an indication of a typical week’s programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

<table>
<thead>
<tr>
<th>Lesson 1</th>
<th>Monday*</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<table>
<thead>
<tr>
<th>Lesson 2</th>
<th>0930 - 1015</th>
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<tbody>
<tr>
<td>Development of Listening Skills</td>
<td>Grammar Study: Revision and Practice of Structures</td>
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<thead>
<tr>
<th>Lesson 3</th>
<th>1045 - 1130</th>
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</thead>
<tbody>
<tr>
<td>Development of Reading skills using Authentic Material</td>
<td>Oral Practice: Colloquial Speech and Idiomatic Expression</td>
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<thead>
<tr>
<th>Lesson 4</th>
<th>1130 - 1215</th>
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<tbody>
<tr>
<td>Activating Vocabulary</td>
<td>Follow-up Activities including Reading and Writing</td>
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<thead>
<tr>
<th>Lesson 5</th>
<th>1400 - 1445*</th>
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<tbody>
<tr>
<td>Rank Structure and Air Force personnel roles</td>
<td>Aircraft Language area: Technical descriptions Lexical Areas: Fixed wing and rotary aircraft, jet and turbo props, pre-flight checks</td>
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</tbody>
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<thead>
<tr>
<th>Lesson 6</th>
<th>1445 - 1530*</th>
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</thead>
<tbody>
<tr>
<td>Rank Structure, NATO Organisation, Air Force jobs</td>
<td>Language area: Fixed wing and rotary aircraft, jet and turbo props, pre-flight checks</td>
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</tbody>
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| 1530 - 1630 | Multi-Media Learning Centre available |

* New students follow the intake procedure for the first day of their course.

* Specialised Programme (These times may vary slightly and will be confirmed on the first day of your course.)
## Army Personnel

Specialised English language training in the context of subjects selected from:

### Introduction
- Defence and strategic studies
- International organizations and alliances
- Inter-Service cooperation and liaison
- Military abbreviations and symbols
- Army terminology

### Army Infrastructure
- Army organization
- Branches and roles of the Service
- Combat formations, units and sub-units
- Support units and services
- Ranks and command structure
- Army staff titles and appointments

### Army Operations
- Principles of war
- Defence strategy
- Military operations
- Land Warfare
- Air Support
- Army aviation
- Combined operations
- Electronic warfare
- Nuclear, biological and chemical defence
- Anti-terrorist operations
- Internal security

### Army Equipment and Engineering
- Armour
- Artillery
- Personal weapons
- Close-support weapons
- Weapons systems and technology
- Mechanical and electrical engineering
- Tactical and strategic nuclear weapons
- Signals and communication equipment
- Computers and data processing
- Armoured personnel carriers
- Military transport

### Administration and Logistics
- Logistical organization and staffing
- Supply and transport
- Medical services
- Educational services
- Administrative echelons
- Security and policing
- Accommodation and catering
- Pay and postal services
- Uniforms, clothing and personal equipment

### Recruitment and Training
- Recruitment and conscription
- Personnel selection
- Terms and conditions of service
- Basic training
- Operational training
- Officer and staff training
- Special operations

### Personnel Management
- Manpower and planning
- Career planning
- Welfare, morale and motivation
- Military education
- Military law and discipline
- Routine and standing orders
- Personnel documentation

### Military Communication
- Written communication
- Oral communication
- Official and semi-official correspondence
- Written operation orders
- Intelligence summaries and reports
- Codes and security classifications
- Operational communications
- Military Appreciations
- Verbal orders and briefings
- R/T phraseology and procedures
- Public speaking
A TYPICAL WEEK’S TIMETABLE

English for Army Personnel – 30 lessons per week

This timetable gives an indication of a typical week’s programme. The nature and sequence of the various activities will change from week to week, and the content of the programme may vary in accordance with the needs of the participants.

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<td>Development of Listening Skills</td>
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<td>Language Laboratory: Pronunciation and Intonation</td>
<td>Grammar Study: Introduction and Practice of a New Structure</td>
<td>Development of Reading Skills</td>
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<td>10.15 - 1045</td>
<td>Morning Break - Personal Teacher available for consultation 1015 - 1030</td>
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<td>Development of Reading skills using Authentic Material</td>
<td>Oral Practice: Colloquial Speech and Idiomatic Expression</td>
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<td>Development of Writing Skills: Guided Practice</td>
<td>Progress Test and Review</td>
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<tr>
<td>Lesson 5 1400 - 1445*</td>
<td>English for Army Personnel Military Units Language area: Describing responsibilities Lexical Areas: Personal equipment, describing weapons and their roles</td>
<td>English for Army Personnel Map reading Language area: Giving and receiving directions Lexical Areas: Map and compass, GPS, describing topography and natural features</td>
<td>English for Army Personnel Military communications Language area: Sending, checking and clarifying messages Lexical Areas: Phonetic alphabet, types of radio equipment</td>
<td>English for Army Personnel Patrols Language area: Giving and receiving orders for foot and vehicle patrols Lexical Areas: Routes, locations, assessing hazards</td>
<td>English for Army Personnel Battalion Organisation: Command Structure Language area: Describing unit personnel duties Lexical Areas: Duties of Commanding Officer (CO), Captain, Officer in Command (OC)</td>
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<td>Lesson 6 1445 - 1530*</td>
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Specialised English language training in the context of subjects selected from:

**Introduction**
- Background English
- Defence and strategic studies
- International organizations and alliances
- Inter-Service cooperation and liaison
- Military abbreviations and symbols

**Naval Organization**
- Fleet composition
- Branches and roles of the Service
- Combat formations, units and sub-units
- Support units and services
- Ranks and command structure
- Staff structure and organization

**Naval Operations**
- Principles of war
- Maritime power
- Defence strategy
- Offensive and defensive operations
- Naval aviation
- Support units and services
- Interior security
- Combined operations

**Naval Equipment and Engineering**
- Surface craft
- Naval aircraft
- Submarines
- Underwater technology
- Satellite and space technology
- Marine, mechanical and electrical engineering
- Conventional weapons and equipment
- Tactical and strategic nuclear weapons
- Signals and communication equipment
- Radar and surveillance
- Computers and data processing
- Military transport

**Administration and Logistics**
- Logistical organization and staffing
- Supply and transport
- Medical services
- Educational services
- Administrative echelons
- Security and policing
- Accommodation and catering
- Pay and postal services

**Recruitment and Training**
- Recruitment and conscription
- Personnel selection
- Terms and conditions of service
- Basic training
- Operational training
- Officer and staff training
- Seamanship
- Watchkeeping
- Sea navigation
- Damage control
- Special operations

**Personnel Management**
- Manpower and planning
- Career planning
- Welfare, morale and motivation
- Military education
- Naval law and discipline
- Daily, routine and standing orders
- Personnel documentation

**Military Communication**
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<td>Lesson 5</td>
<td>1400 - 1445+</td>
<td>English for Naval Personnel Ship Characteristics Language area: Making comparisons Lexical Areas: Armament, combat, seaworthiness, manoeuvrability</td>
<td>English for Naval Personnel Deck seamanship Language area: Offering solutions Lexical Areas: Cargo handling, rigging, transferring equipment etc.</td>
<td>English for Naval Personnel Audio communication Language area: Checking and clarifying messages Lexical Areas: Phonetic alphabet, MC system, J system, radio communication etc.</td>
<td>English for Naval Personnel Weather Language area: Making a recommendation Lexical Areas: Describing weather conditions hazardous to shipping.</td>
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<tr>
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Over 65 years experience in teaching English to the world!