

Summary of the Training Manual for Aviation

COURSES	COURSE Description	CONTENTS (Module)	MODULE Description / Definition	DURATION (@ 3hours per lesson or test)		EXPECTED Trainees (who may take)
Basic Aviation English	<p>>>>>This is a traditional classroom approach, compose of an instructor or instructors (trained pilots or air traffic controllers or teachers of Aviation English) and students (trainees).</p> <p>>>>> This will include a topic on the ICAO English Proficiency Requirement, test design and test evaluation in order to infuse awareness to the trainee on what to expect and how to perform during the entire course in order to pass a certain proficiency level.</p> <p>>>>>The course would focus on developing the Grammar, Pronunciation, Speaking, Reading with Vocabulary and Listening skills of the trainee as used in the field of aviation.</p> <p>>>>> There are 4 tests, each of which will be conducted every end of the week</p>	The ICAO English Proficiency Requirement	This includes discussion on how English Proficiency became an ICAO requirement. It will also discuss about the ICAO rating scale based on the six holistic descriptors (Comprehension, Interaction, Structure, Vocabulary, Pronunciation and Fluency)	1 lesson	3 hrs	This is designed for use of pilots and air traffic controllers who belong to the elementary level (level 2 of the ICAO Rating Scale) and below . It is the goal that after taking this course, the trainee would reach the pre-operational level (level 3) at least, and ready to take the Advance Aviation English course.
		Grammar	This module includes nouns, verbs, adjectives, adverbs and selected topics on correct usages. These are the foundation of sentence structures and word orders	7 lessons	21 hrs	
		Pronunciation	This module includes topics which were carefully selected to develop the trainer's ability to produce intelligible English words as required in radiotelephony communication.	3 lessons	9 hrs	
		Speaking	This module includes exercises from simple conversations such as asking questions, giving directions, role plays, sharing opinions, to highly technical conversations such as giving reports and radiotelephony conversations.	9 lessons	27 hrs	
		Reading and Vocabulary	This consists of articles regarding aviation, aircraft, aircraft operations, air traffic control, air safety, etc. These are carefully selected to enrich the trainee's vocabulary.	8 lessons	24 hrs	
		Listening	This includes listening to recorded clips, conversations, descriptions, etc. In each topic, the trainees are given helpful tips on how to improve their listening skills that would enable them to understand what they are listening to, despite outside noise, interferences and distractions.	8 lessons	24 hrs	
		Weekend Tests	This would monitor the progress of the trainee and a determinant if he is ready to take the next course (Advance Aviation English course)	4 tests	12 hrs	

Advance Aviation English		The Aviation English	This includes discussion on the foundation of Aviation English.	1 lesson	3 hrs	This is designed for use of pilots and air traffic controllers who belong to pre-operational level (level 3 of the ICAO Rating Scale) . The aim of this course is to help the trainee reach at least the operational level (level 4 of the ICAO Rating Scale) to prepare for the real ICAO- approved test (EPTA).
		Grammar	The grammar module offers discussions, exercises and other activities regarding nouns, verbs, adjectives, adverbs and correct usage of different parts of speech. These topics are the foundation of correct sentence structure. Sentence structure on formal conversation is distinguished from structures used in radiotelephony conversations.	4 lessons	12 hrs	
		Pronunciation	This module aims to improve the way the trainee produces intelligible sounds from words to phrases and to sentences. This also contains a lot of exercises developed to lessen strong regional accent with emphasis on radiotelephony and phraseology.	3 lessons	9 hrs	
	>>>>> This is a traditional classroom approach , compose of an instructor or instructors (trained pilots or air traffic controllers or teachers of Aviation English) and students (trainees). >>>>> This will include a topic on Aviation English including Radiotelephony as its subcategory and how important is its role in aviation communications. >>>>> The course would also focus on developing the Grammar, Pronunciation, Speaking, Reading with Vocabulary and Listening skills of the trainee within the context of aviation, plus a comprehensive discussion about Radiotelephony with corresponding exercises . >>>>> There are 4 tests , each of which will be conducted every end of the week	Speaking	This contains exercises which come in form of actual interviews, discussions, making reports, radiotelephony conversations and role plays. Apart from good pronunciation, correct sentence structure and correct choice of words, this module offers helpful tips on how to start and end a conversation, ask questions and clarifications and to share opinions.	10 lessons	30 hrs	
	Reading and Vocabulary	This contains selected aviation articles which would develop the trainee's comprehension and enrich his/her vocabulary. There are also exercises which would include reading, pronunciation, vocabulary and phraseology.	4 lessons	12 hrs		
	Listening	This includes listening to recorded information, conversations and descriptions with speakers of different accents and with distractions such as poor transmission, radio interference and background noise. The different speakers' accents and distractions are necessary to simulate real life radiotelephony conversations.	5 lessons	15 hrs		
	Radiotelephony	This module discusses on the approved procedures and phraseologies in the different phases of aircraft operations. The module also includes radio communication techniques, words and phrases that should be avoided to prevent miscommunication and to communicate effectively in routine and in abnormal situations.	9 lessons	27 hrs		
	Weekend Tests	This would monitor the progress of the trainee and a determinant if he is already to take the ICAO-approved test (EPTA).	4 tests	12 hrs		

TOTAL

120 hours