

## General English Skills for Civil Servants, B2: Mastering the Essentials

### Content and aims

This comprehensive course of 30 hours is designed to lift participants from the B1+ CEFR level to the top of B2 in English proficiency, equipping them with the language skills necessary to function capably anywhere English is spoken as an international language. It is also a bridge to starting on the path to excellence in English with the subsequent C1 course.

The course features:

- **Total Skills Development:** This course encompasses all English language skills: listening, speaking, reading, and writing; and building fluency, accuracy, and confidence in real-world contexts.
- **Experienced Instructors:** Learn from highly qualified instructors with extensive experience in teaching English to civil servants and professionals, backed by the Pearson Formula B2 ESL programme.
- **Learn With Professional Peers:** This course is reserved exclusively for Austrian civil servants who frequently engage in international interactions, or who expect to do so in the future. It addresses the specific language challenges and demands faced in these situations, and integrates ideas and materials that are relevant to the real work of public administrators in international contexts; it's also a great opportunity to find out what your peers are doing in other corners of the Austrian federal government!

**Cambridge Certification:** As an optional component, you can prepare for and take the Cambridge B2 Exam to officially certify your language proficiency. This internationally recognized certification will objectively document and demonstrate your progress in English.

At the completion of the course, you should also be able to attain 6,0 – 6,5 on the IELTS, or 75 – 90 on the TOEFL.

### Working method

With a maximum enrollment of 10 persons, participants will be fully engaged in working with the trainer in accelerating their English language development to where they need it to be.

### Target group

Austrian civil servants from any department and position who work in international settings or aspire to do so. Whether they are involved in diplomacy, international outreach, cross-border collaboration, or European Union liaison work, this course will empower them to excel in their roles. Language prerequisite: B1+ or higher.

Join us to start your journey towards excellence in English, career advancement or change, and global opportunities of every kind! Our proven methods and experienced instructors will support you every step of the way.

### **Trainer**

John Scott Hess, The Cambridge Institute

### **Time & venue**

Length: 15 weekly two-hour meetings, each Wednesday 15:00–17:00  
Seminar number: ES-E 400  
Dates: **Spring:** 28 January to 20 May 2026  
Venue: The Cambridge Institute, Mariahilfer Straße 121b, 1060 Wien

### **Organisation**

Seminar leader: Katrine Hütterer  
Secretariat: Elisabeth Fröhlich

### **Remarks**

The costs for this seminar will be covered by Verwaltungsakademie des Bundes.

### **About**

#### **John Scott Hess**

Head Teacher of The Cambridge Institute. He puts at your service nearly a quarter century of experience of teaching English and managing in language education, plus five years in business and property law. Specialized in the English of law, management, politics, economics and science, with extensive experience training and coaching members of large organizations and the civil service. He holds academic degrees as Magister and M. A. (Modern European History).