

CAR MAINTENANCE FOR ABSOLUTE BEGINNERS

Saturday mornings 9.30-12.30 for 5 weeks starting at regular intervals throughout the year (please call for details)		Fully qualified teaching staff City and Guilds accredited Centre
The aim of this course is to provide an introduction to the basics of buying and maintaining your car weather petrol, diesel hybrid or electric		
Session 1	Introduction to engine and brakes technology (knowing how something works help you look after it properly	
Session 2	Practical, how to change your oil without getting under the car (as long as your car has a dipstick). Changing a wheel safely. Checking fluid levels. Correct topping up procedures. Changing bulbs	
Session 3	How to deal with garages to avoid paying too much for repairs and maintenance. Practical carrying out a safety inspection. Tools to buy that are useful. Using basic diagnostic equipment.	
Session 4	How to buy a car safely without getting ripped off! What to look for and questions to ask	
Session 5	How electric and Hybrid cars work, their main components and functions	

Who is the course intended for:

- Anyone aged 18 or over
- Individuals who have a general interest in motor vehicle technology
- New drivers
- Individuals who feel intimidated by garage 'speak'

No previous knowledge required to benefit from this course Price: £150 for all 5 sessions or £40 per session

PROFESSIONAL ENGLISH

Saturday afternoons 1.30-4.30 for 5 weeks starting at regular intervals throughout the year (please call for details)		Fully qualified teaching staff City and Guilds accredited Centre
The aim of this course is to develop skills and understanding of writing clearly and concisely to ensure your communication is effective and professional		
Session 1	Introduction to effective written communication, creating a really great first impression. Correct planning to meet writing objectives	
Session 2	Using punctuation and grammar to ensure clarity and understanding	
Session 3	Using appropriate vocabulary and style for the intended audience and purpose	
Session 4	Tips and tricks for spelling correctly. Using a dictionary and thesaurus	
Session 5	Presenting written communication effectively (layouts and styles for different purposes)	

Who is the course intended for:

- Anyone aged 18 or over
- Those who wish to improve their written communication for professional or academic purposes
- Students applying to university
- Individuals aspiring to management posts
- Individuals completing a job application

No previous knowledge required to benefit from this course Price: £150 for all 5 sessions or £40 per session

The courses will be delivered at:

Beckton Skills Centre
7 Hillcroft Road
Beckton E6 6LW

To reserve a place please contact Nagina Iqbal on 02075113000 / 07484775013
or email Nagina@becktonskillscentre.co.uk

Registered Charity Number: 1152580

www.becktonskillscentre.co.uk

