



English Language Skills in the Workplace,

2ECTS

General information

Number of ECTS: 2

Language: English

Modality: Online

Proposed period: Summer Semester

Number of Participants: 15

Prerequisites: B1/B2 English proficiency level

Lecturers: **Prof. Jelena Jerković, associate professor, Faculty of Technology, University of Novi Sad**
Prof. Bojana Komaromi, assistant professor, Faculty of Agriculture, University of Novi Sad

Course Aims

The course aims at developing and improving students' English language skills required in the modern workplace. The course helps students to revise and extend their knowledge in English grammar and use and improve the four basic language skills of reading, listening, writing and speaking, through a combination of in-class activities and intensive self-study. Students will be supported to improve and develop their English language skills in a culturally safe learning environment.

The whole content of the course is adapted to the needs of the professional environment of 21st century. Special attention is paid to the requirements of working in multi-national and multi-cultural context in order to raise students' awareness of cultural and ethnic diversities and contribute to creating healthy, collaborative and productive working environment.

Learning Outcomes

Students will be able to more effectively use all four English language skills (reading, listening, writing, speaking) required in the modern workplace. Students will be able to more effectively communicate and collaborate in English meeting the requirements and challenges of professional environment of 21st century.

Course content

1st session: English language grammar and use; Correct pronunciation & intonation

- grammar: revision of English language tenses, modal verbs, passive voice, conditional sentences, verb patterns
- use of English: asking questions, making suggestions, expressing likes and dislikes, making recommendations
- pronunciation: common pronunciation errors - irritating vs. confusing errors; chunking, sentence stress, stress for emphasis, intonation
- home assignment

2nd session: Developing English language reading and listening skills

- practicing different reading strategies (scanning, skimming, careful reading, deducing meaning from context)
- practicing listening comprehension tasks
- expanding work-related vocabulary (idioms, phrasal verbs etc.)
- home assignment

3rd session: Developing English language writing skill

- composing a resume, job application
- writing formal and informal emails, proposals, business / marketing reports (describing figures and trends, use of charts and graphs)
- home assignment

4th session: Developing English language speaking skill

- talking about jobs
 - describing jobs and responsibilities (useful phrases and vocabulary)
 - job interview practice
- oral presentations
 - acquiring skills and strategies for effective oral presentations (e.g. preparation, use of body language, cultural referents, clear pronunciation, use of voice, pacing, use of signposting language, use of different presentation media, dealing with questions, engaging the audience, summarizing and concluding)
 - preparation for making effective oral presentations including the following topics: 21st century jobs, working in multi-cultural environment, business etiquette, making business more environmentally-friendly, conflict resolution in workplace etc.
- home assignment

Teaching Methods

The course is divided into four sections and each section includes: pre-session assignment (1 hour), in-class activities (4 hours) and home assignment (2-3 hours), in total 30 hours. In-class

activities include setting theoretical framework, discussions and interactive tasks with students and students' practical exercises.

Grades Marking scale: Fail, Pass.

Pass. A result that satisfies the requirements with regard to theoretical parts and active participation, project-based cost and performance analysis and in-class micro tests.

Fail. An inadequate result with regard to theoretical parts and active participation, project-based cost and performance analysis and in-class micro tests.

Lecturers:

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