

Effective English Communication for Careers

Course Descriptions:

Practice and develop communicative English skills in professional contexts focusing on vocabulary and expressions, and communicative sentence structures.

Course Objectives:

By the end of the course, the students should be able to:

1. understand the main points of clear standard input on familiar matters regularly encountered at work.
2. deal with most business-related situations.
3. produce simple connected text on topics, which are familiar, or of personal interest.
4. describe experiences and events and briefly give reasons and explanation for opinions and plans.

Tentative Schedule

Day	Topic	Duration
1	- Course introduction - Pretest - Locating people <ul style="list-style-type: none">● Talk to new people in the office● Talk to people on the phone	2.30 hrs
2	- People at work <ul style="list-style-type: none">● Learn how to address people in a polite manner● Talk about habitual actions at work	2.30 hrs
3	- Taking and giving messages <ul style="list-style-type: none">● Listen for important details● Take notes while listening● Ask for important information	2.30 hrs
4	- Receiving visitors <ul style="list-style-type: none">● Greet visitors● Give directions● Learn ways to be hospitable● Make polite conversation	2.30 hrs
5	- Forms, envelopes, and letters <ul style="list-style-type: none">● Fill in forms● Address envelopes● Write business letters	2.30 hrs

Day	Topic	Duration
6	- Describing qualities <ul style="list-style-type: none"> ● Describe people, places or products 	2.30 hrs
7	- Office duties <ul style="list-style-type: none"> ● Distinguish between skills, tasks, and duties ● Learn job interview strategies 	2.30 hrs
8	- Office equipment <ul style="list-style-type: none"> ● Learn the names of office equipment and materials - Posttest	2.30 hrs
Total hours of study		15 hrs

Course Evaluation:

- Class attendance and participation	20%
- Communicative activities and assignments	60%
- Posttest	20%
Total	100%

Core Textbook:

Marisela, T. (2017). *English for Secretaries and Administrative Personnel*. Exeter: Mcgraw Hill Higher Education.