

Certificate in English for Professional Communication (Level 7)

Introduction:

The programme in English for Professional Communication aims to help non-native speakers of English to develop grammar, vocabulary and linguistic skills needed to communicate effectively as professionals. This programme is particularly appealing to students who would like to improve their ability to communicate clearly and effectively in their future working environment.

This is an "applied knowledge" programme. Through a variety of oral and written exercises, the focus will be assisting the learners to gain confidence and fluency in the English language. Learners will receive instruction in grammar and punctuation, spelling and vocabulary, and expression of ideas through written and oral communication.

Furthermore, to be an effective communicator, it is not enough to know the right words and how to spell them; one must be able to evaluate how to effectively and efficiently get the message across. With this in mind, the programme is designed to be learner-centred and will allow the learners to enhance their communicative skills through speaking and listening tasks, oral presentations, discussions and debates all of which will place the learner at the centre of his/her own learning.

It aims to produce well rounded graduates to work as managers, administrators, business and engineering professionals in jobs which require excellent English professional communication skills.

This course is an ECTS 5 credit level y module of the Bachelor of Business.

Learning Outcomes:

On completion of this course students will:

- use English competently for professional and academic purposes and use communication technology skillfully and effectively.
- correctly use intermediate grammatical structures in the English language.
- display practical language skills within real workplace scenarios including presentations, negotiations, telephoning, meetings and discussions.
- compose and edit documents using an appropriate tone.
- prepare and deliver short speeches.
- increase oral fluency in English through participation in problem-solving tasks, case studies and business simulations.
- demonstrate qualities of effective listening.