Course Language skills

Basic Information

This course contributes to the requirements for the Degree of MSc in Computer Science

Title of the Academic Program	Master's Degree Programs in English "Digital intelligent control systems"
Type of the course	core /mandatory
Course period	1 semester First semester: from October, the 1st to February, the 1st (18 weeks)
Study credits	3 ECTS credits
Duration	108hours
Language of instruction	English
Academic requirements	– BSc degree in Computer Science or equivalent (transcript of records), – good command of English (certificate or other official document)
Prerequisites:	English level B1(Common European Framework of Reference for Languages)

Course Description

«Language skills » is the course designed to provide students with practical knowledge, which can be used to develop professional and business contacts with foreign partners and colleagues. It enables students to acquire useful skills of oral and written communication in business and professional environment.

Special Features of the Course

The course is tailored specifically to student's professional needs in real life and work. It focuses on English language skills:

- Fluency – speaking smooth and confident, without mistakes;
- Reading, listening and writing skills – developing core skills:
- Pronunciation focus - improving performance and confidence:
- Contemporary vocabulary – expanding range and updating knowledge:
- Grammar practice – using language accurately.

The communicative functions include practicing form-filling, writing cover letters and resumes, participating in meetings, giving formal presentations, reading and discussing job advertisements. The course involves listening comprehension exercises, reading, and writing. Students develop productive skills through group/pair work, presentations, and discussions. Students will be exposed to simulated business situations and introduced to authentic business-related materials.

Course Aim

This course focuses on practical application of principal language skills with emphasis on the basics of business writing and oral communication in business related situations or contexts. Students are given a firm base and effective knowledge of business English.

Course Objectives

The objectives of this course are to introduce students to problem solving, critical thinking and professional communication through integrated skills. The emphasis is on how to use formal vocabulary and expressions in business-related environments both orally and in written form. Students develop productive skills through group/pair work, presentations and discussions.

Learning Outcomes of the Course

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

- write an effective Cover Letter; Resume/CV, e-mail in English;
- understand and respond clearly to common job interview questions, implement key job interview skills;
- socialise and network with confidence at work in English-speaking environment;
- design and deliver effective oral presentations in English;
- communicate effectively in workplace meetings;
- implement negotiation skills in English.

Course (module) Structure

Learning Activities	Hours
Practice sessions / Seminars,	18
Self-study Assignments	90
Total study hours	**108**

Detailed Schedule

Week	Module 1	Practice session / Assignments	Hours[1]
1-3	Finding a good job	Job-finding techniques Writing a Cover Letter for a Job Application Writing a Resume/CV Job Interview questions	18
4-6	Socializing in the Workplace	Dress code policy Building a relationship Inviting, and accepting or declining Team working Small talk: keeping the conversation going Eating out	18
7-8	Networking	Establishing connections Telephoning E-mailing	12
9-12	Presentations	Presentation technique and preparation Image, impact and making an impression Using visual aids: general principles Talking about the content of visual aids Describing change Structure (Listing information, Linking ideas, Sequencing, Summarising and concluding) Questions and discussion	24
13-15	Meetings	Making meetings effective Establishing the purpose of a meeting The structure of decision-making Stating and asking for opinion Interrupting and handling interruptions Asking for and giving clarification Delaying decisions Ending the meeting	18
16-18	Negotiations	Types of negotiation Preparation for a negotiation Making an opening statement Getting what you can Bargaining and making concessions Accepting and confirming Summarising and looking ahead Not getting what you don't want Types of negotiator Dealing with conflict Rejecting Ending the negotiation	18

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[1] Hours designed for Classroom sessions, Web-sessions, Home Assignments etc.

Lecturer(s) and Tutor(s), Contact Information

Course lecturer: **Tatiana Yamskikh**

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Assessment

There is no exam element with this course. The minimum requirement for successful completion of the course is achieving an average grade of 65% for each of the assignments. Coursework assessments involve:

- Individual and group oral presentations
- Oral interactions (including pair work)
- Written tests and tasks of various length (resume, CV, cover letter, e-mail)
- Listening/ viewing.

Attendance Policy

Participation: attendance, punctuality, active involvement in discussions, completion of reading and writing assignments and preparation of presentation are absolutely essential for passing this course.

Web page of the course

Course materials and required reading materials are available on the webpage of the course, SibFU E-learning portal, www.e.sfu-kras.ru . You must be logged in to access this course: https://e.sfu-kras.ru/course/view.php?id=23900