

**COURSE DESCRIPTION AND COURSE REQUIREMENTS**  
**ACADEMIC YEAR 2021/2022 SEMESTER 1**

<b>Course name</b>	<b>Professional English Practice Advanced</b>
<b>Course Code</b>	<b>SZE086AN</b>
<b>Hours/Week</b>	<b>2 seminars</b>
<b>Credits</b>	<b>2</b>
<b>Degree Programme</b>	<b>All</b>
<b>Study Mode</b>	<b>Full time</b>
<b>Evaluation</b>	<b>Final course grade</b>
<b>Teaching Period</b>	<b>Autumn</b>
<b>Prerequisites</b>	<b>Placement test</b>
<b>Department</b>	<b>Centre for Foreign Languages for Technical Purposes</b>
<b>Teaching Staff</b>	<b>Marcus Juby</b>

**AIMS AND OBJECTIVES**

This course aims to promote skills that will be useful in your future professional development especially as a global citizen. The topics included in the course include: critical thinking, working as part of a team, culture and intercultural communication, project management, recruitment, presentations and academic writing.

**CONTENT**

*Overview:*

The course will focus on:

- reading and understanding a range of authentic texts
- listening to lectures, presentations and interviews
- how to prepare and give presentations
- tips for solving the challenges of working as part of a team.

Students should have a level of English which allows them to easily communicate with others in the classroom. They should also have an open mind about working with students from a variety of backgrounds and cultures.

*Syllabus:*

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1. Placement tests
2. Culture and intercultural communication
3. Intercultural communication and cultural dilemmas
4. Powerpoint presentation
5. Personality tests and group dynamics

6. Introduction to critical thinking
7. Critical thinking II
8. Autumn Break
9. Project management software
10. Project work
11. Project work
12. Careers and recruitment
13. Careers and recruitment
14. Academic writing
15. Presentations and submissions

## REQUIREMENTS AND ASSESSMENT

### *Attendance:*

Attendance is required for all classes and will impact the grade. Unexcused absences will adversely affect the grade, and absences from more than 30% of the total number of lessons will be grounds for failing the class. Punctual attendance for the whole lesson is required and arriving more than 20 minutes late will be counted as an absence. In the case of an illness or family emergency, the student must present a valid excuse, such as a doctor's note.

### *Minimum Course Requirements, Assessment and Grading Policy:*

Presentation 1 (2-4 mins) 5%  
Presentation 2 (2-4 mins) 5%  
Presentation 3 (7-9 mins) 10%  
Group project work 40%  
Writing assignment task 30%  
Attendance 10%  
Total 100%

### *Grading Scale:*

85 – 100% 5 (Excellent)  
76 – 84% 4 (Good)  
61 – 75% 3 (Average)  
50 – 60% 2 (Poor)  
0 – 49% 1 (Fail)

## COURSEBOOKS AND RECOMMENDED READING

Course material will be provided during the lesson and posted on Teams

SCHEDULE

		SEMESTER															RE-SIT				
YEAR 2020/2021 SEMESTER 2		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	1.	2.	3.	4.	5.
<b>Schedule</b>		1.	2.	3.	4.	5.	6.	7.		8.	9.	10.	11.	12.	13.	14.					
<b>Midterm/Final test</b>																					
<b>Home assignment</b>	<b>announcement</b>											X		X							
	<b>deadline</b>												X			X					
<b>Presentation</b>	<b>PPT submission deadline</b>			X				X								X					
	<b>delivery</b>			X				X								X					
<b>Final course grade</b>															X						

2021. ....

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lecturer