

Communication in English in the University Setting for Administrative Staff (B2 Level)

Introduction

The focus of this course is on **improving speaking and writing skills for PAS staff in the university setting**. Participants will improve overall communicative skills needed in work-related situations, primarily those dealing with international students. It is also intended for staff planning to go on Erasmus training stays abroad. **It is recommended that students have a B2 level of English to do this course.**

This course will last for a total 12 hours of online classes over the span of six weeks meeting once a week for an hour and a half.

The course has a variety of different topics that could **general university setting vocabulary, making phone calls, making presentations, attending Erasmus stays, video conferencing, holding meetings, face to face interactions, how to make small talk and be polite, how to write informal and formal emails to students as well as language for attending conferences**. At the beginning of the course, a students' needs analysis will determine the important themes to be covered. The teacher will provide material that was created through an Interlingua project by the UIC Barcelona, Universitat de Barcelona, Universitat de Girona, Universitat Pompeu Fabra, Universitat de Lleida and la Universitat Autònoma de Barcelona.

The course entails working in pairs and small groups. Peer review and feedback will be used extensively, as well as general feedback from the teacher.

Attendance

The objective of the course is for students to practice their written and oral communication skills therefore students are asked to attend 80% of the course.

Methodology

The methodology of the course will be based on the communicative approach to foreign language learning, which is real interaction and communication as a basis for learning.

Participants are encouraged to bring in their work-related emails, documents, and presentations, etc. to class for hands-on practice.

Evaluation

The final evaluation will consist of a writing and speaking evaluation specific to your work job position.

Contact information

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