



English Language Skills in 21st Century Workplace

(Course intended for university teachers)

General information

Language: English

Modality: Online

Proposed period: Spring Semester

Number of Participants: 30

Prerequisites: B1/B2 English proficiency level

Lecturers: **Prof. Jelena Jerković, associate professor, Faculty of Technology, University of Novi Sad**

Prof. Bojana Komaromi, associate professor, Faculty of Agriculture, University of Novi Sad

Guest Lecturer: **Beatrix Bajnóczki, MA, Department of English Language Teacher Education and Applied Linguistics, University of Szeged**

Course Aims

The course aims at developing and improving English language and professional skills required in the modern workplace. The course helps attendees to revise and extend their knowledge in English grammar and use and improve the four basic language skills of reading, listening, writing and speaking, through a combination of in-class activities, collaborative work and self-study. Attendees will be supported to improve and develop their English language and professional skills in a culturally safe learning environment.

The whole content of the course is adapted to the needs of the professional environment of 21st century. The topics covered through reading, writing, listening and speaking activities are selected to promote European values such as equality, diversity, inclusion and sustainability in the educational and professional context. Special attention is paid to the requirements of working and teaching in multi-national and multi-cultural context in order to raise awareness of cultural and ethnic diversities and contribute to creating healthy, collaborative and inclusive working environment.

Learning Outcomes

Attendees (teachers) will be able to more effectively use all four English language skills (reading, listening, writing, speaking) required in the modern working and teaching settings. By developing collaborative skills, such as problem-solving and digital collaboration, they will be able to more effectively communicate and collaborate in English to meet the requirements and challenges of 21st century professional environment. At the same time, attendees will deepen their understanding of core European values and enhance their ability to effectively articulate their perspectives in English.

Course content

The course is divided into five sections and each section includes:

- pre-session assignment (self-study)
- online session (four classes)
- home assignment (self-study).

1st session (4 classes): English language grammar and use. Correct pronunciation & intonation

- grammar: revision of English language tenses, modal verbs, passive voice, conditional sentences, verb patterns
- use of English: asking questions, making suggestions, expressing likes and dislikes, making recommendations
- pronunciation: common pronunciation errors - irritating vs. confusing errors; chunking, sentence stress, stress for emphasis, intonation
- problem-based learning (PBL) and collaborative work
- home assignment

2nd session (4 classes): Developing English language reading and listening skills

- practicing different reading strategies (scanning, skimming, careful reading, deducing meaning from context)
- practicing listening comprehension tasks
- expanding work-related vocabulary (idioms, phrasal verbs etc.)
- problem-based learning (PBL) and collaborative work
- home assignment

3rd session (4 classes): Developing English language writing skill

- writing formal and informal emails, proposals, business / marketing reports (describing figures and trends, use of charts and graphs)
- problem-based learning (PBL) and collaborative work
- home assignment

4th session (4 classes): English in Use and English as Medium of Instruction

- English in Use: expressing opinions; participating in meetings and committees; managing discussions
- English as Medium of Instruction:
 - defining EMI and understanding its purpose in higher education
 - exploring techniques for clear and inclusive communication in English
 - practicing language for questioning, feedback, and group work
 - strategies for language clarity: signposting, paraphrasing, checking comprehension
- problem-based learning (PBL) and collaborative work
- home assignment

5th session (4 classes): Developing English language speaking skill

- oral presentations
 - acquiring skills and strategies for effective oral presentations (e.g. preparation, use of body language, cultural referents, dealing with questions, engaging the audience, summarizing and concluding)
 - preparation for making effective oral presentations including the following topics: conducting short segments of a lecture in English, working in multi-cultural environment, business etiquette, making business more environmentally-friendly, conflict resolution in workplace etc.
- problem-based learning (PBL) and collaborative work
- end-of-the-course reflections

Teaching Methods

Pre-session and home assignments are self-study work. Online sessions include interactive work-related tasks / real-life situations with attendees supported by different audio-visual resources, problem-based learning (PBL) and collaborative learning (group work).

The course is delivered on *MS Teams* platform. For the problem-solving and collaborative work, the course incorporates innovative pedagogical methods by using online tools such as *Padlet* and *Google Forms* (for collaborative brainstorming) and *MS Teams breakout rooms* (for group discussions).

Lecturers:

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