

English for Professional Communication

Level I

Module 7

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Course description

The elective course *English for Professional Communication* is designed for students of upper-intermediate level of proficiency in English and is based on the skills developed in the General English and Business English courses. It is aimed at improving students' public speaking skills in English fit for multinational business and academic environment. It lasts for 28 academic hours.

By the end of the course students will have gained confidence in

- combatting stage fright
- communicating their ideas more clearly and with style
- using their voice with maximum impact
- speaking with English as a lingua franca pronunciation

The course is particularly focused on improving communication and pronunciation habits of Russian speakers which are prone to break down communication or to undermine the communicative value and sociocultural image of Russian speakers in the situations when English is used as a lingua franca.

Course requirements, grading, and attendance policies

Attendance

Regular attendance (80% of the sessions), preparedness for classes and active in-class participation are crucial for making progress in this course. Excessive tardiness will also affect students' final grades.

Home assignments

Home assignments, submitted after the deadline, will receive a failing grade. In case a student misses a class, s/he should inform the professor about it in advance and submit the completed assignment (written assignments should be sent by email, oral – presented at the office hours) to the professor before the next class. Assignments, submitted after the deadline without any prior notification, but before the end of the course, will receive 0.5 grade lower. In any case, later submissions are accepted only under extenuating circumstances, and only if the professor is informed about it before the due date.

Grading

The grading breakdown:

Class attendance	20%
Homework (written and oral)	40%

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Quizzes	10%
Final test (a 6-minute presentation)	30%

Grade conversion table

Grade	%
5+	> 95%
5	90% - 95%
5-	86% - 89%
4+	80% - 85%
4	76% - 79%
4-	70% - 75%
3+	66% - 69%
3	60% - 65%
3-	56% - 59%
2	< 56%

Make-ups

Make-up of the final test is allowed during the first two weeks of the next module only in the following circumstances:

- if a student could not take the final test for extenuating reasons
- if a student has got a "2" for the final test (in this case the student's make up mark for the final test will not be higher than 3+)

Course contents

The overall course duration is 28 contact academic hours in module 7. Students attend classes once a week, and each session lasts 4 academic hours.

The themes of the course (might vary depending on the group performance)

1. Voice Power. Using intonation in spoken prepared discourse.
2. Impact techniques. Keeping the listener engaged.
3. Emphasizing arguments. Ethos. Logos. Pathos.
4. Handling questions. Choosing the right strategy.

Description of course methodology

The course will emphasize interactive teaching and learning practices that facilitate the development of both public speaking and communicative competence. Class activities will embrace abundant presentation practice. Every class is followed by an oral home assignment which ensures student progress through the course. Students improve their public speaking skills by gaining individual feedback from the professor.

Course materials

Required textbooks and materials

1. M. Hewings, *English Pronunciation in Use (Advanced)*. Cambridge: Cambridge University Press, 2007.
2. Powell, Mark, *Dynamic Presentations*. Cambridge: Cambridge University Press, 2011.
3. Powell Mark, *Presenting in English*. Hampshire: Heinle Cengage Learning, 2012.
4. Smith J. and Margolis A., *English for Academic Study: Pronunciation*. Garnet Education: University of Reading, 2012.

Additional materials

1. A.Baker, *Ship or Sheep*. Cambridge: Cambridge University Press, 2010.

2. M.Hancock, *English Pronunciation in Use*. Cambridge: Cambridge University Press, 2012.
3. <http://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/22-0102030407080910Which presentation mistakes do you>
4. www.americanrhetoric.org
5. www.ted.com.

Academic integrity policy

Cheating, plagiarism, and any other violations of academic ethics at NES are not tolerated.