

Advanced English for International Professional Communication

module 3, academic year 2021/2022

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Course description

This course is designed to give students advanced practice in different kinds of speaking, writing, and soft skills particularly relevant to corporate communication on various levels. Discussion topics will include current business, economic, political, social and cultural issues. Various speaking tasks will be assigned, including semi-prepared and unprepared speech, discussions, and dealing with problems by email. Students will be offered extensive practice in making their prepared and spontaneous speech clear, well-structured, well-presented, culturally appropriate and, as a result, easy to follow and effective.

Aims:

- to prepare to use English effectively in global business environment;
- to raise awareness of features of successful online communication;
- to practise various spoken and written speech genres (presentations, sales pitches, reporting data, correspondence);
- to improve soft skills and practise strategies of effective communication (dealing with problems, processing and presenting data, negotiating towards an outcome, giving feedback, providing effective explanations);
- to raise awareness of and practise speaking conventions;
- to improve cultural awareness;
- to revise and practise functional language (dealing with problems; checking understanding; giving feedback, etc.);
- to enrich vocabulary and practise collocations;

Course requirements, grading, and attendance policies

Attendance and Participation

Regular attendance is crucial to doing well in this course. It is absolutely necessary for students not only to be present in class, but to actively participate every time they attend. Students must prepare for in-class work in advance in order to be able to contribute to the discussion. In-class participation grade will include preparation for class (homework) and involvement in the discussion.

Punctuality is essential as it ensures productive and mutually respectful atmosphere in class. In case of being more than 15 minutes late a student will be penalised and may not obtain scores for class participation and attendance.

In emergency situations, students should notify instructors in advance or before the missed class at the latest. To make up for missed classes students can request additional tasks, successful completion of which will not affect the attendance and participation grade. This is possible no more than two times per module.

If a test class is missed, the students can write the test later only if agreed with the instructor before the beginning of the test class, otherwise the test cannot be written and the score for this test is 0 regardless of the reason for absence.

Home assignments

Home assignments, presented after the deadline, will receive a grade 0. Late work is accepted only under extenuating circumstances, if the professor is informed about them before the due date.

Course Grading

Throughout all the four courses, students will gain raw score, which includes:

- writing an email
- presentation
- giving feedback
- vocabulary and functional language tests
- class participation
- home assignments

The **course overall grade** is calculated based on the raw score percentage achieved in the module. The resulting figure is transferred to the 5-point scale (e.g. 78 points is 65%, which is equivalent to grade 3).

Grade conversion table

Grade	% of raw score
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%

The **overall grading breakdown** for the course is the following:

Class participation and HW	20%
Writing assignments	20%
Speaking assignments	40%
Short quizzes and tests	20%

Make-ups

Make-ups are allowed during the first two weeks of the next module only if a student has got a “2” for the module. The student’s make-up grade will not be higher than 3+ in the first make-up and 3- in the second one.

Course contents

The course duration is 28 contact academic hours in module 3, January – February 2021. Students attend classes once a week, and each session lasts 4 academic hours.

Some discussion topics:

Corporate culture
Future of offices
Intercultural differences that affect communication
Deception
Sales and influencing people

Oral performance skills:

- Determining the central idea and the purpose
- Three-part format: introduction, body, conclusion
- Rhetorical strategies: cause/effect, comparison/contrast, argumentation, description
- Cohesion means according to the rhetorical mode
- Language and saying it with style (impact)

Soft skills:

- Communicating online successfully
- Being polite but firm
- Giving constructive feedback
- Processing and presenting information clearly
- Negotiating towards an outcome
- Active listening strategies
- Being objective through using tentative language

Listening skills:

- Comprehend ~95% of the content and meaning of a talk, with the ability to summarize main ideas and record significant details
- Understanding various world English accents
- Be able to understand humour and the implicit meaning of a message

Description of course methodology

The teaching method pursues the communicative, task-based, and learner-centered approaches to teaching English as a foreign language. During the session, the teacher acts as a facilitator motivating the students to give opinions on controversial topics, and simultaneously teaching them an academic discussion appropriate for a multicultural setting by employing effective conversation and language patterns. To achieve the learning goals of the course, students at every class are involved in various collaborative tasks: paired and group discussions, brainstorming, role playing, dialogues, peer reviewing.

Besides regular classes, students are encouraged to attend workshops and tutorials organized by consultants at the Writing and Communication Center. They can also gain assistance at individual tutorials.

All open-ended tasks are assessed through rubrics.

Sample tests and rubrics

Student _____
 Score _____/28

Email (dealing with problems)

Each criterion is worth 2 points unless stated otherwise

Criteria	
the task is fulfilled and the communicative goal is achieved (being polite and firm)	/4
the format is appropriate (all elements of an email are present)	/4
the style and register are appropriate	
the tone is polite and respectful, which is manifested in the choice of language	
the email is well-organised and coherent	
vocabulary and grammar range is manifested	
sufficient grammar and vocabulary accuracy is manifested, including spelling (no more than one non-impeding error)	/4
the use of emailing functional language is natural	/4
at least two politeness strategies are used	/4

Test Sample

1) Provide words and expressions from the lists for the definitions below (1 pt)

- to move similar things from one position or place to another, often to give an appearance of activity when nothing useful is being done _____
- to be able to live or deal with a situation with difficulty, usually by having just enough of something you need, such as money (phr v) _____

2) Fill in the missing words from the functional language expressions (1 pt)

- Can I _____ the point, please?
- I could certainly send those figures to you later. Is that _____?
- Well, it would take some time to answer that fully, and the detail may not be _____ to everyone.

3) Use the correct verb forms in the sentences below (0.5 pt)

1. One hundred dollars is/are too much for this item.
2. Thirty percent of respondents is/are intrinsically motivated.

4) *Make the sentences cautious if necessary (1 pt)*

1. It also appears in the development of institutions.
2. Greater clarity should be brought to the meaning of economic development.
3. His second book had a hostile reception.
4. The first-year students were fascinated by her lectures.

Course materials

Required textbooks and materials

1. C.S. Chong (2018) *Successful International Communication*, Pavilion Publishing.
2. Bown, J., Bown, T., Eggington, W., Talalakina, E. (2017). *Mastering English through global debate*, Georgetown University Press. Higher School of Economics.
3. Powell, M. (2012) *International Negotiations*. Cambridge: Cambridge University Press.
4. Instructor designed materials, 2020-2021.

Additional materials

1. Hancock, M., McDonald A. *Authentic listening*. DELTA Publishing. 2014.
2. Paterson, K. *English grammar and practice for Academic purposes*. Oxford: Oxford University Press, 2013.

Academic integrity policy

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