

# Advanced English for International Professional Communication

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office hours: on Zoom by appointment

## Course description

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This course is designed to give students advanced practice in different kinds of speaking and writing, relevant to corporate communication on various levels. Discussion topics will mainly consist of current business, economic, and professional related themes but may also include political, social and cultural issues. Case studies from various industries will be included for practice negotiations. The class will be balanced between actual case studies requiring specific knowledge of industries and language skills and more general discussion of topics mentioned above. Students will be expected to learn specific vocabulary and speech acts related to professional communication in English.

The goals of the course are as follows:

- to improve oral fluency, written skills and vocabulary development specifically related to professional communication
- to improve negotiation skills and practice strategies of effective communication (dealing with problems, processing and presenting data, negotiating towards an outcome, giving feedback, providing effective explanations);
- to raise awareness of register and contextual language/pragmatics

## Course requirements, grading, and attendance policies

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### *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 penalized 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 one time per module.

If a test class is missed, it is the student's responsibility to arrange to make up the missed quiz by contacting the teacher, otherwise the test cannot be written and the score for this test is 0 regardless of the reason for absence.

### ***Home assignments***

Students will be required to read chapters, case studies and articles thoroughly and learn all relevant vocabulary during the week, preferably not the night before class. For case studies and negotiation, students must prepare for their negotiations with specific negotiation goals and come to class prepared to negotiate and NOT read the case study in class and wing it.

### ***Course Grading***

Students will be graded from weekly quizzes and in class performance and participation in discussions. For example, if a student comes to class without having read the article or case study, it will be apparent to the teacher, and this will result in a lower class participation grade. Also note that missing a class will result in a lower class participation grade. Quizzes will be graded and returned to students each week. The final test will include questions about chapter/article/case study content and vocabulary/speech acts.

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

### ***Grade conversion table***

<b>Grade</b>	<b>% of raw score</b>
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	40%
Weekly quizzes	40%
Final Test	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**

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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. Each class will consist of one discussion topic taken from an article or other authentic source, one case study for negotiation and one quiz.

#### ***Some discussion topics:***

- The role of the CEO in modern corporations
- Crypto currencies and their impact
- The finance industry and its value to society
- The value and structure of business meetings

#### ***Oral performance skills:***

- Determining the correct register and deploying correct language constructions
- Developing executive summaries
- Speech act usage
- Negotiation effectiveness

#### ***Quiz***

- Quizzes will cover content from assigned articles/chapters and case studies and vocabulary/speech act constructions

### **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.

### **Course materials**

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#### **Required textbooks and materials**

1. M. Watkins, *Harvard Business Essentials : Negotiation*
2. R. Fisher, W. Ury, *Getting to Yes: Negotiating and Agreement Without Give In*

**Additional materials**

Articles taken from authentic sources including: The New York Times, CNN, The Atlantic, The Wall Street Journal, The Washington Post and others.

**Academic integrity policy**

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Cheating, plagiarism, and any other violations of academic ethics at NES are not tolerated and will be reported to the department.