

English Language Training

Career Upskilling Program Professional English Module **Jilin University – 3rd Group** **February 22 – March 4, 2021**

Course Content:

Three key areas of professional practice covered:

- a. Module 1: Participating in and Managing Meetings
This module will develop the communicative skills required to participate in and manage meetings in different professional settings: (a) Communicative language; (b) Participating in discussions; (c) Socialising – Greetings and small talk; (d) Agendas; (e) Minutes and (f) Summarising.
- b. Module 2: Professional writing
This module will focus on improving the writing skills required to communicate successfully in professional and academic contexts across different writing genres: Emails, Reports, Proposals, Academic and Business Writing Styles and Editing.
- c. Module 3: Giving Presentations/Public Speaking
This module will focus on training users in the formal structure of a presentation and the language required to plan, prepare, and deliver a presentation in English. Part of this module will include structured workshops with students and teachers.
- d. Summative assessment
This component includes oral presentation.

Mode of Delivery:

Online via the video conferencing platform Zoom.

Program Timing:

The program consists of 14-hour lessons and 4-hour assessments, which develop participants' ability to use English interactively in written and face to face communications.



Program Schedule

February 22 – March 4, 2021

Teachers – Alice Tierney, Amanda Neill

		Wednesday 17/2		
		8.30-9.30am (Beijing time) Diagnostic Test		
Monday 22/2	Tuesday 23/2	Wednesday 24/2	Thursday 25/2	Friday 26/2
10am-12pm (Beijing time) Module 1	10am-12pm (Beijing time) Module 1	10am-12pm (Beijing time) Module 2	10am-12pm (Beijing time) Module 2	10am-12pm (Beijing time) Module 2/3
Monday 1/3	Tuesday 2/3	Wednesday 3/3	Thursday 4/3	
10am-12pm (Beijing time) Module 3	10am-12pm (Beijing time) Module 3	10am-12pm (Beijing time) Group Presentations	10am-12pm (Beijing time) Group Presentations	