

COURSE GUIDE



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- MC-PROFSKI2-20
- Term B - D
- Verplicht / Compulsory
- Voltijd / Full Time
- MINOR
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- 12-11-2020

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Minor Professional & (pre-) Master Skills in English Skills 2

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1 Course Description

The English language has become a, if not to say, *the* dominant language in international trade, politics, culture and many more aspects of modern life. Therefore, it is nowadays very important that young people have a good command of English. Our aim is to make sure that students can fully operate in any professional situation in which English is needed, or used.

The six modules of the Minor “**Professional & (pre-) Master Skills in English**” will provide students with the necessary practical professional and academic skills to fully operate at the highest level in any professional and/or academic environment in English.

Learning a language is one thing, but maintaining language skills and being able to apply these skills professionally in a range of situations is crucial for our students' future career. Therefore, this minor is particularly aimed at students who already have a good command of English (B2, C1 or C2 level) or who have obtained a higher Cambridge certificate.

In this minor students are going to put their knowledge and skills in English into practice through a wide variety of professional and academic assignments. Furthermore, they will not only become excellent users of the English language but their personal development will also receive an enormous boost. Students will understand and profess the norms and professional etiquettes that are required in an international business setting or academic environment.

2 Course Goals and Learning Objectives

In this part of the minor we concentrate on the practical side of English in a professional environment. The following elements are practised:

- An extensive application training. 60% of the time is spent on this
- Organising - preparing – chairing – and participating in professional meetings 10%
- Organising - preparing – chairing – and participating in debates 10%
- Discussion of news topics of the week / small talk 10%
- Giving and preparing presentations on international affairs 10%

3 Place in the Curriculum and Related Courses

Skills 2 is part of the Minor **Professional & (pre-) Master Skills in English**. It is directly linked to Skills 1 and advanced English 1 and 2 as well as the module the English Speaking World.

4 Study Burden

The study burden is 140 hours. This equals 5 EC. You must count on at least 10 hours of self-study (homework) each week.

Week	90 min session 1	homework	180 min session 2	homework
1	<ul style="list-style-type: none"> • Introduction • Topic of the week 		<ul style="list-style-type: none"> • Introduction applications • 1 + start on 2 	<ul style="list-style-type: none"> •
2	<ul style="list-style-type: none"> • Meetings • Topic of the week 	Will follow	<ul style="list-style-type: none"> • Finish 2 and 3 	<ul style="list-style-type: none"> • Fill in list 2.1 • motivate your choices • Ask five other people to do this for you as well.
3	<ul style="list-style-type: none"> • Topic of the week • Presentation 	• Will follow	<ul style="list-style-type: none"> • 4 + intro 5 • Discussion of CVs 	<ul style="list-style-type: none"> • Upload link to 2 minute Personal Promotion video + interview of friends and relatives about their character etc. • Checklists • LinkedIn presentation in English • What is your online presence? • Write your CV
4	<ul style="list-style-type: none"> • Topic of the week • Debating battle 	• Will follow	<ul style="list-style-type: none"> • Discussion Draft in class 	<ul style="list-style-type: none"> • Hand in drafts of letter, CV and Application form
5	<ul style="list-style-type: none"> • Topic of the week • Presentation 	• Will follow	<ul style="list-style-type: none"> • Interview preparation 	<ul style="list-style-type: none"> • Hand in application forms
6	<ul style="list-style-type: none"> • Topic of the week • Meetings 	• Will follow	<ul style="list-style-type: none"> • Interviews groups of 3 	<ul style="list-style-type: none"> • Prepare interview
7	<ul style="list-style-type: none"> • Topic of the week • Debating battle 	• Will follow	<ul style="list-style-type: none"> • interviews 	<ul style="list-style-type: none"> • Prepare interview

5 Pre-requisites

All students taking part in this course should be able to read and listen on at least C1 level of the CEFR. (upper – intermediate / advanced level)

6 Exemption Possibilities

None

7 Competencies

At the end of this course students should be able:

- To fully function in any academic or professional environment without any hesitation in language, attitude and behaviour.
- To fully take part in an application procedure; not only as applicant but also as part of a selection committee.
- To fully take part in debates, meetings and other professional gatherings as well as being able to converse at a more colloquial level.
- To show understanding of international news sources and be able to discuss this at an advanced level.

8 Didactic Forms

There is one lecture session per week of 90 minutes in which debates, meetings and presentations are held. Furthermore international news is being discussed in those sessions. In the second 180 minute section, a complete application training is given.

9 Assessment

Type of Assessment	Weighting	Min. Mark
TOETS1	100%	5,5

The debates, meetings, topics of the week are formative and have to be passed with a pass. For the application training a result from 1.0 to 10.0 is awarded. This is a combination of the oral performance during the interviews 50% and the port folio 50%. Attendance is compulsory since this is a training course. In case you are ill or otherwise absent you must inform your teacher. A total of three classes may be missed per term.

10 Course Material and Literature

All course material will be provided by the teacher.

. (Recommended)

Title:	Practical English Usage				
Authot(s):	Michael Swan				
ISBN:	978-0-19-420241-1	Edition:	4	Publisher:	OUP

Title:					
Authot(s):					
ISBN:		Edition:		Publisher:	

Title:					
Authot(s):					
ISBN:		Edition:		Publisher:	

11 Course Evaluation

At the end of this course.