

## Syllabus

### Course description

<b>Course title</b>	English Specialised for Euregio Master
<b>Course code</b>	26500
<b>Scientific sector</b>	L-LIN/12
<b>Degree</b>	Euregio Master Programme in European Public Administration
<b>Semester and academic year</b>	1st semester, ay 2018/2019
<b>Year</b>	1st
<b>Credits</b>	4
<b>Modular</b>	No

<b>Total lecturing hours</b>	28
<b>Total lab hours</b>	-
<b>Total exercise hours</b>	28
<b>Attendance</b>	
<b>Prerequisites</b>	B2 level of English (suggested)
<b>Course page</b>	

<b>Specific educational objectives</b>	<p>The course aims to improve students' knowledge and use of the conventions of professional and business English. It will cover some of the areas of professional communication that managers in the public administration should master, including the various language used in the fields of economics and politics, and the language of EU law. Students will learn how to understand written and spoken texts quickly and efficiently, how to write cohesive and coherent sentences and paragraphs, how to paraphrase, how to write subject-specific reports, and how to prepare and deliver presentations. Students will get a chance to practice all fundamental English skills (reading, writing, listening and speaking) and improve their vocabulary and grammar.</p>
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<b>Lecturer</b>	Adami Valentina
<b>Scientific sector of the lecturer</b>	L-LIN/12
<b>Teaching language</b>	English
<b>Office hours</b>	-
<b>Lecturing assistant</b>	/
<b>Teaching assistant</b>	Meyer Anja
<b>Office hours</b>	/
<b>List of topics covered</b>	<ul style="list-style-type: none"> <li>• Introduction to and analysis of effective reading, writing, listening and speaking skills in professional contexts (economics, politics, EU law)</li> <li>• structuring sentences and paragraphs</li> <li>• using link words</li> <li>• giving oral presentations</li> <li>• writing skills and specialised lexis: editing, paraphrasing, summarizing, writing reports, describing graphs and data</li> </ul>

<b>Teaching format</b>	Seminar format which envisages teacher and student co-operation and participation in the classroom through individual, pair and group work.
<b>Learning outcomes</b>	<ul style="list-style-type: none"> <li>• <b><u>Knowledge and understanding:</u></b> Knowledge of advanced grammatical structures and subject-specific professional lexis at the B2+ level, understanding of authentic subject-specific spoken and written texts including specialised texts</li> <li>• <b><u>Applying knowledge and understanding:</u></b> Producing reports on specific economic, political, legal and social topics providing reasoned interpretations. Presenting clear, detailed descriptions of complex subject-specific topics, developing points and formulating opinions in short written and oral texts.</li> <li>• <b><u>Making judgments:</u></b> Integrating knowledge and understanding acquired in the course (incl. exercises) with knowledge and understanding from other courses to achieve professional purposes especially within the fields of economics, law and politics.</li> <li>• <b><u>Communication skills:</u></b> Communicating (in both speaking and writing) flexibly and effectively with a degree of fluency. Ability to adapt language style to show awareness of both the intended purposes and audience.</li> <li>• <b><u>Learning skills:</u></b> Ability to pursue autonomous learning based on the input provided in the classes and lectures and the feedback received.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• <b><u>Written exam:</u></b> writing production task of 250-350 words on subject-specific issues;</li> <li>• <b><u>Oral exam:</u></b> 5-minute oral presentation with slides</li> </ul>
<b>Assessment language</b>	English
<b>Evaluation criteria and criteria for awarding marks</b>	50% written exam, 50% oral exam
<b>Required readings</b>	The texts for this course will be sent by email to students and made available online in the Reserve Collection. Students are required to print off the materials and bring them to class.
<b>Supplementary readings</b>	<p>Grammar references:</p> <p>P. Strutt, Market Leader. Business grammar and usage (Pearson, 2010).</p> <p>K. Paterson, R. Wedge. Oxford Grammar for EAP (OUP, 2013).</p> <p>M. Hewings. Advanced Grammar in Use. 3rd ed. (Cambridge University Press, 2013).</p> <p>Business English references:</p> <p>M. Handford, M. Lisboa. Business Advantage Upper-</p>

	<p>Intermediate (Cambridge UP, 2011). J. Hughes. Business Result Upper-Intermediate (OUP, 2012).</p> <p>Academic English references: A. Wallwork. English for Presentations at International Conferences (Springer, 2016) E. de Chazal. Oxford EAP Advanced (OUP, 2013)</p> <p>Suggested dictionaries: Oxford Advanced Learner's Dictionary. Oxford Learner's Dictionary of Academic English.</p>
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