

SYLLABUS

The programme “English for Administrative and Managerial Staff” (intermediate)

Learning objectives: The programme “English for Administrative and Managerial Staff” (intermediate) aims to develop a foreign language competence which allows students to solve professional tasks at B1-B2 levels of language proficiency according to “The Common European Framework of Reference for Languages.”

Target audience: administrative and managerial staff

Duration: 108 hrs. per semester, 4 hrs. per week

Learning outcomes: successful students are able to:

- demonstrate the knowledge of the rules of business etiquette;
- make practical use of the rules for effective online communication
- demonstrate the ability to use different aspects of the communication skills needed for cross-cultural communication in business settings
- demonstrate the ability to write formal letters, faxes, notes, messages

The course outline:

MODULE 1. Reception of Foreign Visitors

MODULE 2. Workplace, Professional Responsibilities, Activities

MODULE 3. Correspondents at Work