Professional Oral and Writing Skills
Lecturer: Maura-Dell O'Mahony
2 SWS/6 ECTS
Language of instruction: English
Term: each semester
Target group:
All BA students
Maximum no. of participants: 18 (ideally)
Placement test: beginning of term

 Participation in the first session is a must; prior registration on STiNE is not sufficient to ensure a place.

Objectives
- The aim of this course is to develop and improve students' professional oral and writing skills in English when applying for a job or an internship. Students who wish to work in an international setting or abroad, either during an internship or in their future careers, will benefit from active participation in this course.

Course Outline
- Week 1: Introductory session.

- Week 2: Inputs and templates.

- Weeks 3-5: **CVs**: students write and submit their CVs; comprehensive feedback is given by the lecturer and fellow students.

- Weeks 6-8: **Cover letters**: students write and submit letters of application for 'real' jobs in the 'real' world; comprehensive feedback is given by the lecturer and fellow students.

- Week 9: **Job interviews**: question catalogue outside of and in class; interview panels are formed such that students assume both the role of interviewer or interviewee in two different settings.

- Weeks 10-13: **Job interviews** take place based on the letters and CVs submitted above; comprehensive feedback is given by the lecturer and fellow students.

- Week 14: Final session. Evaluation.

Prerequisites
- Students must have a good, upper-intermediate level of English – Level B2, Independent User – according to the CEFR (Common European Framework of Reference).
- Students should already have completed their foundation studies.
- Students must be prepared to participate actively and also, where required, to work as part of a team.
- Interdisciplinary openness and cooperation are expected of all students who wish to participate in this course.

Assessment
- Punctual submission of written work which will be evaluated and discussed in class, as well as edited and improved versions thereof.
- Regular and active participation including feedback, peer review and group work.

Literature
- Material selected and posted by lecturer on e-learning platform CommSy.
- Students will be given the login details in the first session.