

# English Communication & IT for Academic Purposes

Vienna, 16.02-20.02.2026

## Training Program

- **Duration:** 5 days
  - **Participants:** University staff and doctoral students
  - **Focus:** Practical English for academic/workplace contexts + Digital tools for academia
  - **Requirements:** own laptop, English at A2 level or higher
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### Block 1 – Foundations

#### English Communication

- Introduction: Needs and expectations
- Polite professional communication (emails, requests, telephone/Zoom etiquette)
- Role-plays: Writing & replying to work-related emails

#### IT for Academic Purposes

- Digital literacy in academia: essential platforms (MS Office, Teams)
  - File organization & cloud storage (Google Drive)
  - Practical: Creating a shared document & collaborating online
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### Block 2 – Academic Workplace Communication

#### English Communication

- Vocabulary & phrases for meetings, discussions, and decision-making
- Practicing small talk in academic/professional contexts
- Simulation: Conducting & participating in a staff meeting

#### IT for Academic Purposes

- Effective use of presentation tools (PowerPoint, Canva, Prezi)
  - Designing clear presentations
  - Practical: Create & present a 3-slide mini-presentation
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### Block 3 – Writing & Data Skills

#### English Communication

- Writing academic reports & summaries (formal style, connectors, clarity)
- Common mistakes in academic English
- Group task: Summarize an article/report in clear English

#### IT for Academic Purposes

- Effective use of presentation tools (PowerPoint, Canva, Prezi\_part 2)
  - Practical: Analyze a simple dataset & visualize results in Excel
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### Block 4 – Research & Professional Interaction

#### English Communication

- English for research purposes: abstracts, keywords, short academic texts
- Describing graphs and research results in English
- Peer feedback on research-related writing

#### IT for Academic Purposes

- AI for academic purposes

- Practical: Search for an article & create a short summary and searching for appropriate literature
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## Block 5 – Integration & Practice

### English Communication

- Public speaking & delivering presentations with confidence
- Handling Q&A sessions in English
- Final task: Individual/group academic presentation

### IT for Academic Purposes

- Academic integrity: plagiarism check tools (such as Grammarly)
  - Final task: Delivering a presentation supported by IT tools
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## Final Outcomes

- Improved confidence in **English communication** for meetings, emails, and presentations
- Knowledge of **creating academic texts** (summaries, abstracts, reports in English)
- Competence in **digital academic tools** (presentations, collaboration platforms)
- Integrated practice: **English + IT in real academic tasks**

Training location: **Sissi Works GmbH**  
Hadikgasse 64  
1140 Wien Austria

Organizer: **Hinker Training Hub**  
[www.hinkerhub.pl](http://www.hinkerhub.pl)  
Contact: [jo.hinker@hinkerhub.pl](mailto:jo.hinker@hinkerhub.pl)

Registration for training: [Registration link](#)

