

English II for university purposes

– workshop

- Erasmus Plus training –

Goal of the workshop: Strengthen participants' ability to engage in formal and informal communication in a university setting.

The training aims to improve English communication skills of workers employed at university or other educational institutions, as well as Erasmus coordinators and students' office members, working on an internationalization processes. The classes are of a workshop nature - they are aimed at skills we need when dealing with international exchange of pupils / students/ and are focused on a faculty and administration everyday work.

Program outline

Day 1

Common phrases and expressions used in academic settings

Formal and informal greetings

Polite requests, suggestions, and giving advice

Role-play: Greeting students and colleagues, small talk in a professional environment

Day 2

Vocabulary and phrases for meetings (agreeing, disagreeing, interrupting, etc.)

How to structure a clear presentation

Techniques for handling questions during meetings and presentations

Role-play: Leading a department meeting, presenting a new idea or initiative

Homework: Prepare a 3-minute presentation on a topic related to your department

Day 3

Formal vs. informal email language

Structure of an academic email

Common email phrases (invitations, responses, scheduling, etc.)

Writing summaries and short reports

Activity: Review and rewrite informal emails in a formal style

Homework: Write an email to a supervisor proposing a change or improvement in the department.

Day 4

Useful phrases for negotiation

Strategies for resolving conflicts in a university environment

Vocabulary for expressing disagreement diplomatically

Role-play: Handling a difficult conversation with a student or colleague

Homework: Write a dialogue between two colleagues resolving a conflict.

Day 5

Group activity: Prepare and present a short project on a university-related topic

Peer feedback session: Practice giving constructive feedback

Review of key phrases and vocabulary from the week

Course wrap-up: Reflection on progress and areas for improvement

Final Task: Participants present their projects and receive feedback from peers and the instructor

Fee - **350 euros** (5 days, 40 hours of classes). We do not cover the cost of accommodation and meals. Payment method - bank transfer.

Fee deadline - one month before the training starts; in exceptional circumstances, we agree to a later payment.

We provide the payment data in response to your e-mail. Participants will receive invoices and confirmations at the end of the training.

The exact address of the training location – if not given now - will be known 3 weeks before it starts at least. You may find it attached to the training calendar.

For a group of at least 5 people, individual dates and different places of training are possible.

In you need more info please write to Joanna > jo.hinker@hinkerhub.pl