

## English

Course title – Intitulé du cours	English workshops for professionals and academics
Level / Semester – Niveau /semestre	M2/S1 and S2
School – Composante	Ecole d'Economie de Toulouse
Teacher – Enseignant responsable	Jennifer Harpur
Other teacher(s) – Autre(s) enseignant(s)	Ondine Aza
Other teacher(s) – Autre(s) enseignant(s)	Joanna Davidson
Lecture Hours – Volume Horaire CM	30 hours- 2 workshops of 15 hours each
Course Language – Langue du cours	English

**Teaching staff contacts – Coordonnées de l'équipe pédagogique : [jennifer.harpur@tse-fr.eu](mailto:jennifer.harpur@tse-fr.eu)**

**Course Objectives – Objectifs du cours : Prepare students to communicate effectively in English in professional situations**

### **Workshop 1 : Working on Accuracy in written and spoken English**

You lose face as a professional when writing e-mails or reports, or speaking at a meeting or during an interview when you make basic grammatical errors (tenses, prepositions, word order...). The misuse of certain words can lead to ambiguity or confusion. Knowing the correct tense to use, or the exact meaning of a word can help you avoid misunderstandings, especially when you try to use idiomatic expressions or humour. During this course we will work on accuracy in spoken and written English in a fun, interactive way, studying false friends trying to avoid Frenchisms and common mistakes, with a view to better results in real-life academic and business environments. This course will also help any students who wish to sit the TOEIC test for International Communication.

### **Workshop 2 : Heated Discussions - Interactive workshop focused on communication skills**

Effective communication at work, whether it be by e-mail, during meetings and negotiations or in social situations, is key to building trust and improving relationships, enhancing your skill-set, and helping your company or institution to succeed. In this workshop we will simulate situations of disagreement and negotiation and focus on the language you need to feel comfortable and excel in your future, as part of a team. Learn nuance in the language of discussions- agreeing, disagreeing, interrupting, clarifying, questioning, persuading. Use diplomacy, learn how to listen, deal with conflict, discuss the need for decorum and politeness and how it differs from culture to culture. Practice the art of small talk and how to survive in social situations by becoming more at ease with informal and idiomatic language. Find a new comfort level in spoken English

### **Workshop 3 : Professional and academic writing workshop**

The workshop will focus on helping you write more efficiently and relevantly for academic and professional purposes. To practise, we will use various written and multimedia documents on the following topic: how new technologies are redefining business practices and the corporate world.

### **Workshop 4 : Navigating interviews and tricky situations**

Making a good impression is a deceptively difficult skill. Preparation and practice are fundamental in order for you to feel confident when faced with a difficult question at an interview, during a meeting or when problem-solving for a client. When nerves take over, speech accelerates and sounds confused. Clarity comes with a moderate pace and the right words. This interactive, oral based course will give you the opportunity to simulate these situations with your peers, equipping you with the techniques and language to be able to move beyond generic answers and stand out from the crowd, while helping you to gain confidence and sound natural at the same time.

**Prerequisites – Pré requis : N/A**

**Practical information about the sessions – Modalités pratiques de gestion du cours : 2 workshops to choose out of 4- in early September during the first Information Session**

**Grading system – Modalités d'évaluation : ungraded**

**Bibliography/references – Bibliographie/références : N/A**

**Session planning – Planification des séances** Every Wednesday afternoon 2pm / 3.30pm- 2 sessions of 1.5hours

**Distance learning – Enseignement à distance :**

*Distance learning can be provided when necessary by implementing:*

- *Interactive virtual classrooms*
- *Recorded lectures (videos)*
- *MCQ tests and other online exercises / assignments*
- *Remote (online) tutorials (classes)*
- *Chatrooms*

*En cas de nécessité, un enseignement à distance sera assuré en mobilisant:*

- *Classe en ligne interactive*
- *Vidéo enregistrée de la présentation du matériel pédagogique*
- *QCM et exercices en ligne*
- *TP/TD à distance*
- *Forum...*