



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

CENTRE FOR ENGLISH LANGUAGE AND FOUNDATION EDUCATION

SUMMER SCHOOL

2 – 15 JULY 2020

CELE1005: COMMUNICATIVE ENGLISH IN BUSINESS CONTEXT



(photo courtesy of <https://blog.languagejourneys.com/en/communicative-language-teaching/>)

MODULE SYNOPSIS This course aims to develop communication skills and cross-cultural international business and study contexts, e.g., participating in meetings and discussion, writing reports for workplace, making job applications, writing business email with common ethics, practising active listening and understanding common pronunciation errors made by people around the globe. Participants will be encouraged to expand and employ their general and business vocabulary at each task and activity conducted. The module focuses on motivating participants' four skills: listening, reading, speaking and writing through cooperative task-based work, either in pairs or in small groups.

LEAD CONVENOR Chin Li Yeun

MODULE CODE CELE 1005

MODULE TITLE Communicative English in Business Context

MODE OF DELIVERY 8 days of 2.5 -4 hours per day (total 31 hours) comprising lectures, discussions, field trip and students' presentations.

MODULE AIMS By the end of the programme, participants should be able to:

- demonstrate appropriate vocabulary and tone of speech for formal discussions as well as phone conversations whilst listening actively.
- employ turn-taking approach to allow more engagement in discussions.
- write a report and business letter with appropriate tone, style and language conventions.

METHOD OF ASSESSMENT Group discussion test with each group discussing on a specific topic given.

DAILY SCHEDULE

DATE	TIME	TOPIC
2 nd July	10.30am - 12pm	Interview Skills
	1pm - 2.30pm	Seminar Discussion: Giving Overview and Ideas
3 rd July	9.30am - 12pm	Active Listening & Note-taking
	1pm - 2.30pm	Seminar Discussion: Asking for Clarification
6 th July	9.30am - 12pm	Business Email Writing 101
	1pm - 2.30pm	All about Pronunciation: The Basics
7 th July	9.30am - 12pm	Seminar Discussion: Reaching a Consensus
	1pm - 2.30pm	Cover Letter Writing
9 th July	9.30am - 12pm	Report Writing for Data & Description: Introduction
	1pm - 3pm	Commonly Mispronounced Words
13 th July	9.30am - 12pm	Report Writing for Data & Description: Language
	1pm - 3pm	Presentation: Business-related Vocabulary
14 th July	9.30am - 12pm	Report Writing for Data & Description: Summary
	1pm - 3pm	Taking and Leaving Phone Messages
15 th July	9.30am - 12pm	Discussion Test and Feedback

ACCESSIBILITY/DISABILITY If you would like a hard copy of this or subsequent documents in an alternative format, or have other concerns around issues of accessibility/disability please contact the Lead Module Convenor.