



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

CENTRE FOR ENGLISH LANGUAGE AND FOUNDATION EDUCATION

SUMMER SCHOOL

4 – 19 JULY 2022

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 business email with common ethics, providing feedback to improve efficiency and communication skills, 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 9 days of 1 - 4 hour/s per day (total 29 hours) comprising lectures, discussions, and role-play.

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

- demonstrate appropriate vocabulary and tone of speech for formal discussions.
- take turns discussing for greater group dynamics and active listening.
- comprehend the appropriate tone, style and language conventions employed in letters.

METHOD OF ASSESSMENT Nil. Only peer and tutor feedback (*verbal*) on group discussion strategies.

DAILY SCHEDULE

DATE	TIME	TOPIC
5 July, Tuesday	11.00am – 1.00pm	Significance of Effective Communication and its Barriers
	2.00pm – 3.00pm	Performing Language Functions: Giving Overview and Ideas
6 July, Wednesday	9:30am – 12.00pm	Performing Language Functions: Transitions and Clarifications
	1.00pm - 2.30pm	Performing Language Functions: Agreeing and Disagreeing
7 July, Thursday	9:30am – 12.00pm	Performing Language Functions: Reaching a Consensus and Concluding
	1.00pm – 2.00pm	Performing Language Functions: Giving Constructive Feedback
8 July, Friday	9:30am – 12.00pm	Pronunciation 101: Stress and Commonly Mispronounced Words
	1.00pm - 2.30pm	Social Skills for Business Success

12 July, Tuesday	9:30am – 12.00pm	Email Writing: Standard Elements of a Business Letter
	1.00pm – 2.30pm	Problem-Solving Group Discussions
13 July, Wednesday	9:30am – 12.00pm	Email Writing: Enquiries and Replies
15 July, Friday	9:30am – 11.30am	Cover Letters & Resume
18 July, Monday	9:30am – 12.00pm	Assessment: Group Discussion Strategies (Performing Language Functions)
	1.00pm – 2.30pm	Battle of the Wits!
19 July, Tuesday	9:30am – 11.30am	Personalised Feedback for Individual Participant

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 Programme Director.