



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

CENTRE FOR ENGLISH LANGUAGE AND FOUNDATION EDUCATION

SUMMER SCHOOL

3 – 18 JULY 2023

CELE1005: COMMUNICATIVE ENGLISH IN BUSINESS CONTEXT



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

MODULE SYNOPSIS This course aims to develop and/or enhance one's presentation and communication skills in cross-cultural international business and study contexts, e.g., participating in meetings and discussions, writing business email with common ethics, practising active listening, understanding common pronunciation errors made by people around the globe, and recognising the significance of effective delivery as well as visual aids. 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 CONVENORS Chin Li Yeun & Saleha Abdul Rahman

MODULE CODE CELE 1005

MODULE TITLE Communicative English and Presentation Skills

MODE OF DELIVERY 9 days of 1.5 - 4 hour/s per day (total 29-30 hours) comprising lectures, discussions, field trip, role-play, 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 and presentations.
- 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 Presentation on a specific topic assigned.

DAILY SCHEDULE

DATE	TIME	TOPIC
5 July	9.30am - 12pm	Introduction to Communication Skills & Effective Presentation* <i>*Assignment of Topics</i>
	1pm - 2.30pm	Performing Language Functions: Giving Overview and Ideas
6 July	9.30am - 12pm	Performing Language Functions: Transitions and Clarifications
	1pm - 2.30pm	Performing Language Functions: Clarifying
7 July	9.30am - 12pm	Performing Language Functions: Reaching a Consensus and Concluding
	1pm - 2.30pm	Presentation: Building Content and Signposting Expressions
10 July	9.30am - 12pm	Presentation: Integrating Reliable Sources
	1pm - 2.30pm	Presentation: Engaging the Audience
11 July	9.30am - 12pm	Presentation: Effective Visual Aids
	1pm - 2.30pm	Commonly Mispronounced Words

13 July	9.30am - 12pm	Assessment: Presentation
	1pm - 2.30pm	Battle of the Wits!
17 July	9.30am - 12pm	Assessment: Discussion Strategies
	1pm - 2.30pm	Business Email Writing 101
18 July	10am - 11am	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 SummerSchool.Malaysia@nottingham.edu.my