

Description:

This course is aimed at all those participants who are looking for a more interactive and original way to improve their skills. It is based on 7 three hours modules, each with a different theme and learning point. This course proposes to introduce and explore the most important and useful aspects of English in a working environment. Participants are required to have an upper-intermediate/advanced level. Prior to the course a test will be delivered.

The course will be held in synchronous FAD mode, through the creation of a virtual classroom, using the Microsoft Teams platform.

Prerequisites:

As the course is held in English, participants are required to have a B2 level of knowledge of the English language according to the Common European Framework of Reference for the knowledge of languages.

Duration:

16 ore (4 meetings of 4 hours)

Contents:

- Day 1 - Cumulative tense review - defining the tenses and their use in spoken and written form. (how many active tenses are there in English)?
- Day 2 - Idioms - empowering English language requires the knowledge and correct use of idiomatical expressions. In this section we will explore the most common used and useful idioms. (let the cat out of the bag, from the horse's mouth, gone to the dogs, a wolf in sheep's skin...)
- Day 3 – Phrasal verbs. Native and proficient speakers commonly use phrasal verbs in everyday conversations. This section will deal with the use and meaning of metaphorical language. (call off, put, off, come round, take up, make out,...)
- Day 4 – Conditionals. The description of the 4 conditionals and their use in written and spoken English. How to go from informal to formal language and express yourself using the best conditional structure. (if it rains, I carry an umbrella. If she arrives late, I will ask her why. If I had more money, I would go on holiday. If I had studied Japanese, I would have been living in Tokyo).
- Day 5 – Meeting skills. The 5 phases of effective meetings. How to plan, organize, facilitate, outcomes and review. Participants will acquire skills to avoid the pitfalls of badly run meetings. (how much time do people spend in poorly managed meetings...)? “Failing to plan is planning to fail”. Steven Covey.
- Day 6 - Emails. How to properly write and correspond in English. Participants will create a data base of structures that can be used in formal and informal emails and reflect on some common tips. (how many people should be in c/c when sending an email)?
- Day 7 – Remote presentations. How to deliver effective contents with Powerpoint, using the correct approach in terms of visual and content. Today most presentations are given remotely and effectiveness is crucial. (5 minutes after a presentation we lose 50% of the words, after 24 hours we lose the other 50%. what 3 things do you want your audience to remember)?

Professor:

Aaron Gordon