

# Workshop “English for Professional Communication”

## Advanced course

Autumn 2013 – 108 hours

«Национальная Экономика» Э590

Instructor: associate prof. \_\_\_\_\_Е.Р.Клеменова\_\_\_\_\_

Contact hours: workshops - 28 hours, contacts hours -26

Room: 528 (0.40-14.00)

September,19 2 hours Workshop	<ul style="list-style-type: none"><li>- Presentation of the course</li></ul> Introduction. (glossary, abstract, précis, discussion) <b>For reference:</b> Клейменова Е.П., Кулик Л.В., <i>English for Senior Students of Economics; pp.20-22,29,36;Supplement I</i> <ul style="list-style-type: none"><li>- Sample analysis</li></ul>
October, 3 4 hours tutorial	<ul style="list-style-type: none"><li>- Preparing the list of literature</li><li>- Writing the draft of rationale on Research Project</li></ul>
October, 10 4 hours workshop	<b>Effective Presentations</b> by J. Comfort <b>Research Project</b> <ul style="list-style-type: none"><li>- Discussing team strategy</li><li>- Selecting of publications on the chosen aspects of the Research Project</li><li>- Discussing draft rationale on Research Project</li></ul>
October, 17 4 hours Tutorial	<b>Produce by this date:</b> <ol style="list-style-type: none"><li>1. List of literature (min. 500 pages of publications) according to the chosen aspect of the Research Project</li><li>2. Finalising team rationales</li><li>3. abstracts on selected literature on individual aspects of the Research Project;</li></ol> <ul style="list-style-type: none"><li>- <b>Effective Presentations</b> by J. Comfort</li></ul>
October, 24 2 hours Workshop	<b>Produce by this date:</b> <ul style="list-style-type: none"><li>- <i>Completing List of literature (min. 500 pages of publications)</i></li><li>- <i>Submitting Rationale of the chosen aspect of Research Project and final rationale of the team (1 page in print)</i></li></ul>

<p><b>2 hours</b> <b>Tutorial</b></p>	<p><b><i>Present orally:</i></b></p> <ul style="list-style-type: none"> <li>- The chosen subject of Research Project (Project Manager)</li> <li>- Major aspects of Research Project (max. 20 minutes for each team )</li> </ul>
<p><b>October, 31</b> <b>4 hours</b> <b>tutorial</b></p>	<p><b><i>Produce by this date:</i></b></p> <ul style="list-style-type: none"> <li>- Abstracts on each item of selected literature on individual aspects of Research Project followed by the critical analysis</li> <li>- Aspect Glossary</li> </ul> <p><b><i>For reference:</i></b> Клейменова Е.П., Кулик Л.В., <i>English for Senior Students of Economics pp.20-22,29,36, Supplement I,II</i></p>
<p><b>November, 7</b> <b>4 hours</b> <b>Tutorial</b></p>	<p><b><i>Produce by this date:</i></b></p> <ul style="list-style-type: none"> <li>- Abstracts on each item of selected literature on individual aspects of Research Project followed by the critical analysis</li> <li>- Aspect Glossary</li> </ul> <p><b><i>For reference:</i></b> Клейменова Е.П., Кулик Л.В., <i>English for Senior Students of Economics, pp.20-23,29,36, Supplement I,II</i></p> <p><b><i>Effective Presentations by J/Comfort</i></b></p>
<p><b>November, 14</b> <b>4 hours</b> <b>tutorial</b></p>	<p><b><i>Produce by this date:</i></b></p> <ul style="list-style-type: none"> <li>- Team Research Report- draft (min.20 pages, format A4)</li> </ul> <p><b><i>Instructor’s analysis and assessment of written Research Report (stage 1)</i></b></p> <p><b><i>For reference:</i></b> Клейменова Е.П., Кулик Л.В., <i>English for Senior Students of Economics. Report Writing. Pp.100-101</i></p> <p><b><i>Effective Presentations by J/Comfort</i></b></p>
<p><b>November, 21</b> <b>4 hours</b> <b>Tutorial</b></p>	<p><b><i>Produce by this date:</i></b></p> <ul style="list-style-type: none"> <li>- Team Research Report- draft (min.20 pages, format A4)</li> </ul> <p><b><i>Instructor’s analysis and assessment of written Research Report (stage 2)</i></b></p> <p><b><i>For reference:</i></b> Клейменова Е.П., Кулик Л.В., <i>English for Senior Students of Economics. Report Writing. Pp.100-101</i></p> <p><b><i>Effective Presentations by J/Comfort</i></b></p>

<p>November, 28 4 hours workshop</p>	<p><b><i>Produce by this date:</i></b> <i>Team Research Report</i> – final version</p> <p><b>Workshop on results of Research Project</b></p> <ul style="list-style-type: none"> <li>- Presentation of Active Glossary</li> <li>- Presentation of Team Research</li> <li>- Analysis and assessment of written Research Project</li> </ul> <p><i>Effective Presentations by J/Comfort</i></p>
<p>December, 5 4 hours workshop</p>	<p><b><i>Mastering the Art of Effective Presentations</i></b></p> <ul style="list-style-type: none"> <li>- Presentations of the chosen aspect of Research Projects</li> <li>- Questions</li> <li>- Analysis and assessment of each team performance</li> </ul>
<p>December, 12 4 hours Workshop</p>	<p><b><i>Mastering the Art of Effective Presentations</i></b></p> <ul style="list-style-type: none"> <li>- Presentations of the chosen aspect of Research Projects</li> <li>- Questions</li> <li>- Analysis and assessment of each team performance</li> </ul>
<p>December, 19 4 hours Workshop</p>	<p><b>Workshop on results of Research Project</b></p> <p><i>-Demonstration of the best presentation strategies</i></p>
<p>December, 26 2 hours</p>	<p><b>Final Exam</b></p> <ul style="list-style-type: none"> <li>- Written translation of English authentic text on economics</li> <li>- Analysis and critical assessment of English text on economics (orally)</li> </ul> <p><i>Analysis and assessment</i></p>
<p>2 hours Tutorial</p>	