

*Master's Program "International Management"*

*English for Professional Communication II*

*I trimester 2019*

Instructor: \_\_\_\_\_

Contact hours: \_\_\_\_\_

<p><b>04.09.2019</b> workshop</p>	<p><b>*Presentation of the course</b> (Study Guide for Postgraduates in Economics Professional Discourse in Economics/Advanced)</p> <p><b>*The Art of Writing Abstracts</b></p> <ul style="list-style-type: none"><li>- analysis of samples</li><li>- cliches and phrases for abstracts and oral presentations</li></ul> <p><b>*Concept Glossary (100 units)</b></p> <ul style="list-style-type: none"><li>- basic requirements</li><li>- structure</li></ul>
<p><b>18.09.2019</b> tutorial</p>	<p><b>Produce by this date:</b></p> <ul style="list-style-type: none"><li>- Plan of the Report. Abstract</li><li>- References on the research subject (draft)</li><li>- Reading and analyzing the selected literature (50 p.)</li><li>- Oral presentation with mind map</li><li>- Analysis of 2 original abstracts from selected papers.</li></ul> <p><b>Glossary (20-30 units)</b></p> <ul style="list-style-type: none"><li>- Abstracts on the selected papers (wr.)</li></ul>

<p><b>02.10.2019</b> <b>workshop</b></p>	<p><b>*The Art of Presentations:</b></p> <ul style="list-style-type: none"> <li>-strategy, language, slides</li> </ul> <p><b>Effective Presentations</b> (Jeremy Comfort. Oxford University Press)</p> <p><b>Successful Presentations</b> (John Hughes, Andrew Mallett. Oxford University Press)</p> <p><b>*Analysis and critical assessment of abstracts from selected papers</b></p>
<p><b>16.10.2019</b> <b>tutorial</b></p>	<p><b>Produce by this date:</b></p> <ul style="list-style-type: none"> <li>- References on the research subject</li> <li>- Reading and analyzing the selected literature (50 p.).</li> <li>- Oral presentation with mind map</li> <li>- Analysis of original abstracts from selected papers</li> <li>- Glossary from the articles (20-30 units)</li> <li>- Abstracts on the selected papers (draft)</li> </ul>
<p><b>30.10.2019</b> <b>workshop</b></p>	<p><b>Produce by this date:</b></p> <ul style="list-style-type: none"> <li>-Reading and analyzing the selected literature (50 p.).</li> <li>- Oral presentation with mind map</li> <li>- Glossary (20-30 units)</li> <li>- Plan of the Report</li> <li>- Abstract of the Report</li> </ul>

<p>13.11.2019 tutorial</p> <p>Team 1</p>	<p>Produce by this date:</p> <ul style="list-style-type: none"> <li>- Concept Glossary (4 basic concepts + supports)</li> <li>- Presentation of the Report (rehearsal)</li> <li>-Visual aids (draft)</li> <li>-Presentation skills</li> </ul>
<p>27.11.2019 tutorial</p> <p>Team 2</p>	<p>Produce by this date:</p> <ul style="list-style-type: none"> <li>- Concept Glossary (4 basic concepts + supports)</li> <li>- Presentation of the Report (rehearsal)</li> <li>-Visual aids (draft)</li> <li>-Presentations skills</li> </ul>
<p>11.12.2019 tutorial</p>	<p style="text-align: center;"><i>Presentation of the Report</i></p> <ul style="list-style-type: none"> <li>-Visual aids (final)</li> <li>- Language input</li> <li>-Signposting language</li> </ul>
	<p style="text-align: center;"><i>Pass</i></p>