

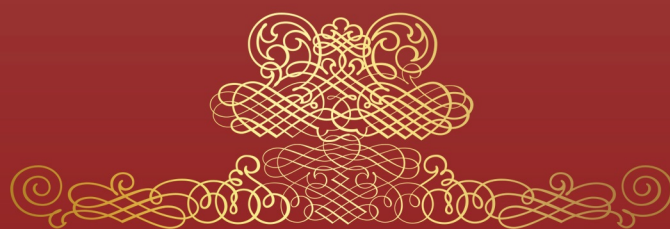


Fundusze
Europejskie
Wiedza Edukacja Rozwój



Rzeczpospolita
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Europejski Fundusz Społeczny



Certyfikat

Sz. P.

Karolina Jakubaszek

ukończył(a) kurs

***Język angielski
w miejscu pracy***



Warszawa
17/02/23



UNIwersytet Warszawski
Wydział Nauk Ekonomicznych



Plan kursu

Moduł 1: Recruitment

- Job ad analysis
- Cover letter, resume (+ practice)
- Preparation for job interview (+ practice)
- Small talk & hobby talk
- Unconventional interview questions (practice)

Moduł 2: Business meetings

- Decision making, brainstorming, problem solving, task allocation
- Analysis of meeting minutes (+ discussion & practice)
- Meeting agenda (preparation)
- Chairing a meeting (preparation)
- Formal & working meetings (practice)

Moduł 3: Telephoning

- Problems on the phone
- Leaving and taking messages
- Exchanging information
- Opening and closing a teleconference
- Solving problems

Moduł 4: Public speaking

- Introduction to public speaking in the workplace
- Informative speaking
- Delivery and visuals
- Persuasive speaking
- Taking questions from the audience

Moduł 5: English for Specific Purposes

- What is ESP?
- ESP- special words, terminology
- ESP- special expressions in professional situations
- ESP grammar- useful forms for professional speaking and writing
- Corporate culture- patterns of professional behaviour

