

COURSE PM

for **Professional English (LSP127)**, 1.5 credits, study period 3, spring 2018.

The course forms part of Computer Engineering and Electrical Engineering, year 3, and is partly based on project courses running in the same study period.

Teachers:

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Course coordinator: Carina Sjöberg Hawke

Examiner: Rebecca Bergman

Course web page: See PingPong, <https://pingpong.gate.chalmers.se>

Aim

The purpose of the course is to prepare the students to use English as a working language by focusing on a number of professional situations which the students are likely to meet in their future working life and that are likely to demand a high level of English proficiency and good communicative skills in speech and writing. The course focuses on enabling the students to prepare project work in English.

Learning outcomes

After completion of this course, the student should be able to: prepare relevant documents for a project, e.g. a project brief, an abstract; adapt and present information for oral communication contexts; and make a good impression in job applications.

Content

The course includes both written and oral exercises. Written exercises include for example writing a project brief, an abstract analysis, and material for a job application. Oral exercises include an oral presentation of, for example, a project brief, a group report, and class discussions.

Organisation

The course is organised in lectures and seminars of two or four hours during the study period.

Literature

A course compendium and material distributed in class as well as via the course web site on PingPong.

Examination

Compulsory written assignments as well as an oral presentation should be passed. The course is graded Pass/Fail.

Changes from previous course run

A number of minor changes have been made to the course in relation to a programme decision to connect more closely to the thesis project that occurs in parallel. There is a summary below.

Project brief: is now connected to thesis project instead of other parallel courses to aid the writing process for the thesis writing tasks.

Abstract: since it is too early for writing an abstract for the thesis project, the focus is on analysing abstracts to understand how they work in order to prepare for the thesis project abstract.

Job application/presentation slide review: interview role play has been removed as attendance was low in previous runs. Instead, peer review of presentation slides was added to assist in presentation technique, since there was little help there previously.

Final oral presentation: since it is too early for a final presentation of the thesis project, a presentation highlighting work so far and/or a specific aspect of the thesis project to be presented instead.

Schedule for LSP127 Professional English, spring 2018

Compulsory elements are presented in **bold type**. Note, however, that other class sessions prepare you for those compulsory workshops, and therefore consistent attendance is strongly advised.

Session	In class	Prepare for next session
Session 1 15 Jan. 08:15-10:00	Introduction to course <u>Lecture</u> : Professional communication; job applications	Read the material on job applications (pp. 9-14). Draft a CV targeted to either a job ad of your own choice or to the ad in the compendium (p. 8). See also assignment description in course compendium and lesson material. Bring your CV draft to class (session 3) for the peer response activity.
Session 2 24 Jan. 13:15-15:00	<u>Lecture</u> : The project brief; oral presentation techniques	Read <i>Writing the Project Brief</i> (p. 7) and write a draft of your project brief in your thesis project group. Bring it to class (session 3) in 2 copies to hand out. See also assignment description in course compendium and lesson material. Read <i>Giving a presentation</i> (pp. 23-24) and <i>Presentation slides</i> (pp. 25-26), and start preparing your oral presentation.
Session 3 29 Jan. 08:15-10:00	<u>Workshop</u>: Peer response activities on project brief and CV	Upload final versions of project brief by 2 Feb. and CV by 9 Feb. (consider seeking further feedback at CHARM, 6-7 Feb.). Read <i>Writing Informative Abstracts</i> (pp. 21-22), and write an analysis of an academic/scientific abstract. Bring the draft to class for the workshop on 14 Feb.
Session 4 14 Feb. 13:15-15:00	<u>Workshop</u>: Understanding abstracts	Finish oral presentation slides. Bring them (on your computer or in paper printout form) to class (session 5).
Session 5 19 Feb. 8:15 – 10:00	<u>Workshop</u>: Peer response on presentation slides	Upload final versions of your slides to Pingpong by 28 Feb. See the list of presentation times on the course Pingpong page.
Session 6 1 Mar. 8:15-10:00	Oral presentations	See the list of presentation times on the course Pingpong page.
Session 7 8 March 10:15-12:00	Oral presentations	

Compulsory assignment	Group or individual	Deadline
CV, incl. peer response	Individual	Peer response in class 29 Jan. Upload to Pingpong by 9 Feb., 23:59
Project brief, incl. peer response	Group	Peer response in class 29 Jan. Upload to Pingpong by 2 Feb., 23:59
Abstract analysis	Group	In-class workshop 14 Feb.
Presentation slide peer review	Group	In-class workshop 19 Feb.
Oral presentation	Group	1 Mar. or 8 Mar. (see timetable later on Pingpong)