



Practical English for Staff Members

Spring in the Heart of Europe

Monday, 15 May, 2023
to Friday, 19 May, 2023

Deadline for applying: 30 April, 2023

Accommodation: Accommodation not provided. University hotel accommodation available on request.

Course coordinator: irena.antonova@ujop.cuni.cz (Irena Antonová)

Course description:

This course provides you with tools to use English more fluently and effectively at work. Participants gain skills to communicate with colleagues, students and academic staff with confidence and accuracy. The training includes office and administrative vocabulary building, practice in typical work-oriented situations such as writing emails, telephoning, presenting, negotiating and assisting students and staff.

Course Content:

- Office jargon and administrative vocabulary building
- Presentation Skills
- Telephone and Online Etiquette
- English for Meetings and Negotiations
- Effective emails

Minimum Level of English: A2 - B1 on the CEFR

Social Programme:

The week-long programme offers a walking tour in the Heart of Europe visiting the historical centre with its numerous sights and unforgettable atmosphere. Other optional social programmes include a visit to major museums (e.g. Jewish museum, Museum of Franz Kafka), all-you-can eat evening in a mediaeval tavern or a Ghost tour in the city centre.

Registration fee + funding: 275 EUR, eligible for Erasmus+ funding

Monday	Tuesday	Wednesday	Thursday	Friday
9-12:30	9-12:30	9-12:30	9-12:30	9-12:30
<ul style="list-style-type: none">• Office conversation Office jargon• Administrative vocabulary building• Role-play	<ul style="list-style-type: none">• Presentation skills• Signposting language• Linking phrases	<ul style="list-style-type: none">• Formal vs Informal register• Effective emails• Typical email mistakes	<ul style="list-style-type: none">• Telephone phrases• Online work phrases• Telephone and Online Etiquette	<ul style="list-style-type: none">• Office conversation Office jargon• Administrative vocabulary building• Role-play
13:30-15:00	13:30-15:00	13:30-15:00	13:30-15:00	13:30-15:00
<ul style="list-style-type: none">• Walking tour in the centre of Prague	<ul style="list-style-type: none">• Presentation practice	<ul style="list-style-type: none">• Interactive group project	<ul style="list-style-type: none">• Role-plays and real life office situations	<ul style="list-style-type: none">• Certificate ceremony and visit to the historical building of Charles University