Technical English Workshops on Giving a Presentation and Participation in Meetings

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3 – 4 MAY 2018

3rd May, Thursday from 9.00 to 11:00, Salone Nobile - Student’s Academic Profile - Giving a successful presentation in English (2 hours)

You will learn Academic and Technical English phrases used for giving a presentation in English and do vocabulary exercises. We will revise techniques for preparing to and giving a presentation. Next, you will write your profile and present it and you will have an exceptional opportunity to give a short presentation on technical issues in front of the class.

- I can talk about my university and studies.
- I can talk about my career plans.
- I can write a letter of application
- I can write a CV

3rd May, Thursday from 11:00 to 13:00, Salone Nobile - ‘Smart Devices’ – Organizing and Attending meetings (2 hours)

You will practice communication skills in the professional environment in the field of technical sciences. You will learn about cutting edge achievements in technology and discuss them within the framework of organizing, attending and conducting business meetings. While completing such tasks as reading and sharing information, role playing, participation in discussion, making decisions you will revise and learn the ways of clarifying information, expressing opinions, making suggestions, summarizing.
4th May, Friday, from 9:00 to 11:00, Salone Nobile - ‘What is the real cause of bad quality parts?’ - Organizing and Attending meetings (2 hours)

You will practice communication skills in the professional environment in the field of technical sciences. While completing such tasks as reading and sharing information, role playing, participation in discussion, making decisions you will revise and learn about the rules of business correspondence, sending application documents, internal communication within the company, correspondence with a customer to present an offer or to solve a problem, correspondence with a business partner i.e. to arrange a meeting.

4th May, Friday, from 11:00 to 13:00, Salone Nobile – ‘Car seat problem – The Root Cause Analysis’ Organizing and Attending meetings (2 hours)

You will practice communication skills in the professional environment in the field of technical sciences. You will work on the chosen professional issues in order to find solutions to the problems or their analysis. We will focus on effective acquiring, organizing and processing of the content characteristic of such technical language as individually practising/preparing a speech – using info from the text and selecting phrases to open sentences – attending a meeting – sharing ideas with the group, assessing contributions – throughout but also with listening to a summary.