

VV064 Syllabus – Academic and Professional Skills in English for IT

Mgr. Antonín Zita, M.A.

Spring 2016, Monday 18:00 – 19:50

Course Description:

Life, whether inside or outside academia, requires multiple sets of skills. As a consequence, the course takes a holistic approach to academic and professional skills, therefore giving the students an opportunity to widen their abilities that will be useful in their future careers. The course will cover the following areas: the difference between formal and informal language and their proper use, group discussion participation, text analysis (facts and arguments), presentation style and delivery.

Evaluation:

The course evaluation is based on the following:

- class participation/homework (20%)
- class presentation (30%)
- formal/informal exam (in Week 7) (20%)
- summary assignment (30%)

Class participation

Active participation in class assignments and discussions is expected. In addition, a timely submission of potential homework is also vital for completion of the course.

Presentation in class

Students will give a presentation during the last three weeks of classes. The presentations should last around 10 minutes and the topic will be chosen after a discussion with the instructor.

Formal/informal exam

There will be an in-class exam in Week 7. The exam focuses on formal and informal vocabulary as well as grammar and overall style.

Summary assignment

This assignment takes place during the exam period and has two parts, each comprising 15% of the final grade. First, students will write a summary of a source, then the students will review two other summaries written by their peers.

Course policies:

Students are allowed not to attend two classes.

Syllabus:Week 1 – Feb 22

Introduction to the course, formal/informal language and vocabulary, using the appropriate register

Week 2 – Feb 29

Formal/informal language and vocabulary (continued), reporting verbs

Week 3 – March 7

Group discussion exercises

Week 4 – March 14

Understanding texts – facts vs. opinions

Week 5 – March 21

Understanding texts – arguments and levels of arguments

Week 6 – March 28

No class – Easter holidays

Week 7 – April 4

Introduction to presentations, how not to give a presentation; the basics of summaries

Formal/informal exam

Week 8 – April 11

No class. The students will meet with the instructor and discuss their presentations.

Week 9 – April 18

Some problems with presentations, polishing presentations

Week 10 – April 25

Further presentation discussion – analysis of the presentation, understanding the construction and argument; body language

Week 11 – May 2

Presentation session 1

Further discussion of class topics.

Week 12 – May 9

Presentation session 2

Further discussion of class topics.

Week 13 – May 16

Presentation session 3

Course wrap-up