Lecture Notes and Practical Sessions

# Week 1: Introduction to Academic and Professional English

## Lecture Notes:

1. Introduction to the Course:

- Overview of course objectives and expectations.

- Key differences between general English and professional English.

- Importance of mastering English in academic and professional contexts (International Relations, World Economy, Translation Studies, and International Law).

2. Characteristics of Professional English:

- Use of formal language and precise vocabulary.

- Structure and style of academic texts (e.g., research papers, policy briefs).

- Introduction to key academic text types (abstracts, articles, reports).

3. Reading Strategies for Professional English:

- Techniques for efficient reading: skimming, scanning.

- Identifying main ideas and arguments in texts.

- Practical examples: reading excerpts from a research paper and identifying structure.

## Practical Session (Discussion and Problem-Solving):

1. Discussion Topics:

- Compare and contrast general vs. professional English.

- How professional English is used in International Relations and Law.

- Group work: Students analyze text samples and discuss formal tone and vocabulary.

2. Exercises:

- Task 1: Skimming and scanning practice. Provide students with an academic article and ask them to identify the main points.

- Task 2: Summary exercise. Students write a brief summary of a professional document.

# Week 2: Writing Professional Emails and Correspondence

## Lecture Notes:

1. Email Writing Essentials:

- Purpose and importance of professional email communication.

- Structure of formal emails: subject line, salutation, body, closing.

- Tone and level of formality in different contexts.

2. Types of Correspondence:

- Business correspondence: memos, notices, and internal communication.

- External correspondence: emails to clients, formal letters.

- Guidelines for writing clear, concise, and polite emails.

3. Language for Professional Emails:

- Common phrases and vocabulary for email writing.

- Examples of formal vs. informal language.

- Addressing common mistakes in professional emails.

## Practical Session:

1. Discussion Topics:

- What makes an email professional? Students share their thoughts.

- Students analyze examples of well-written and poorly-written emails.

2. Exercises:

- Task 1: Write a professional email in response to a given scenario (e.g., responding to a request for information or sending a meeting confirmation).

- Task 2: Peer review of email drafts. Students exchange emails and provide feedback.

# Week 3: Reading Academic Texts in Your Field

## Lecture Notes:

1. Introduction to Reading Academic Texts:

- Understanding academic structure: introduction, body, conclusion.

- Common academic text types: research papers, policy briefs, and reports.

2. Skimming and Scanning Techniques:

- Skimming for an overview: titles, headings, and subheadings.

- Scanning for specific details: statistics, key findings.

3. Critical Reading Strategies:

- Analyzing arguments and supporting evidence.

- Identifying the author’s stance and methodology.

## Practical Session:

1. Discussion Topics:

- How to approach reading a long academic article.

- Students share strategies they use to stay focused when reading complex texts.

2. Exercises:

- Task 1: Skimming and scanning activity with a research article. Students identify the key argument and summarize.

- Task 2: Group discussion on the main findings and conclusions of the article.