Methodological Recommendations for Practical Sessions

# Practical Session 1: Introduction to Professional English

## Objective of the session:

To reinforce the understanding of the differences between general and professional English, and to explore the key characteristics of professional texts.

## Session Outline:

1. Discussion (15 minutes):

- Start with a brief discussion on what makes professional English different from general English.

- Students discuss the types of texts they have encountered in their fields (e.g., reports, articles, contracts).

2. Practical Assignment (20 minutes):

- Provide students with a professional text (e.g., research article or policy). They should apply skimming and scanning techniques to identify key arguments.

- Results are discussed in small groups.

3. Group Discussion (15 minutes):

- Group work: students analyze the provided text samples, discussing the use of formal language and terminology.

# Practical Session 2: Writing Professional Emails and Correspondence

## Objective of the session:

To teach students how to write formal emails and business correspondence, focusing on tone, formality, and structure.

## Session Outline:

1. Discussion (10 minutes):

- Discuss the importance of business correspondence in professional environments.

- Students share examples of professional emails they have encountered.

2. Practical Assignment (25 minutes):

- Students receive scenarios (e.g., responding to a request for information or confirming a meeting) and must write an appropriate email.

- Discussion on tone, structure, and use of key phrases.

3. Email Exchange and Review (15 minutes):

- Students exchange emails and conduct peer reviews, analyzing strengths and weaknesses.

# Practical Session 3: Reading Academic Texts in Your Field

## Objective of the session:

To develop critical reading skills for academic texts and to practice extracting key ideas.

## Session Outline:

1. Discussion (10 minutes):

- Discuss strategies for reading academic articles (e.g., skimming, scanning for key ideas).

- Students share strategies for staying focused when reading complex texts.

2. Practical Assignment (30 minutes):

- Students are given an academic article from their field and use scanning techniques to find the key arguments.

- Each student prepares a brief summary of the article.

3. Group Discussion (10 minutes):

- Group discussion on the main ideas and conclusions of the article.

# Methodological Recommendations for the Instructor:

1. Encourage dialogue: Begin each session with a brief discussion or question that prompts students to think critically about the topic.

2. Adapt materials: Select texts and tasks for each group that are most relevant to their professional field and language level.

3. Use reflection: At the end of each session, ask students what was most challenging or useful for them to identify areas needing further attention.

4. Provide feedback: Ensure to give constructive feedback on completed tasks, highlighting both positive aspects and areas for improvement.

5. Assessment: During practical sessions, assess not only the correctness of the tasks but also active participation in discussions, critical thinking, and independent work skills.