

Lesson layouts – Under- graduate students

<p>Accent modification and intelligibility – Clear sound production Pronunciation awareness – English sounds Pronunciation features needed for intelligibility – necessary consonant sounds, length of vowel sounds, sentence stress Minimal pairs – voiced and unvoiced The importance of the ‘ur’ sound as in ‘bird’ Practice – user-friendly tongue- twisters Takeaways – useful links for extra practice</p>	<p>Accent modification and intelligibility – connected speech and intonation Strong and weak forms in connected speech Weak sounds of prepositions Linking with ‘and’ in common phrases Rising and falling intonation in questions Polite intonation in indirect questions Takeaways – useful links for extra practice</p>	<p>Comprehension strategies – Successful comprehension of different accents and speakers (Part 1) Challenges with listening to English Strategies for preparing to listen Focused listening Listening for signposts and discourse markers Understanding sentence stress Recognising key terms Takeaways – useful links for extra practice</p>	<p>Comprehension strategies – successful comprehension of different accents and speakers (Part 2) Identifying and understanding different accents Elision – dropped sounds Understanding fast speech and relaxed pronunciation Decoding practice Recognising sound clusters Asking for clarification and repetition Takeaways – useful links for extra practice</p>
<p>General writing – planning Identify your reader Establish your reason for writing List out relevant ideas Practise planning Takeaways – useful links for extra practice</p>	<p>General writing – Formal language Formal expressions used in letters/emails Comparing formality and informality Analysing samples Takeaways – useful links for extra practice</p>	<p>Emails: emails and memos Parts of an email General styles in emails Email etiquette Structure of a memo Comparing memos and emails Takeaways – useful links for extra practice</p>	<p>Emails: complaints and apologies Common reasons for complaints and excuses Structure of a ‘complaint email’ Common expressions used in ‘complaint emails’ Takeaways – useful links for extra practice</p>
<p>Reports – Planning Planning using a mind map Analysing an example report Identifying the headings Introduction to discourse markers Useful language for generalising, sign posting and making recommendations Takeaways – useful links for extra practice</p>	<p>Reports – Trends and changes Identifying change Vocabulary and phrases to describe change Functional language to describe trends Reporting data Practice task Takeaways – useful links for extra practice</p>	<p>Telephoning – Making and taking calls Phone anxiety Looking at different greetings Functional language for greetings Formal vs informal expressions Practice task Takeaways – useful links for extra practice</p>	<p>Telephoning – Leaving voicemails and handling complaints Steps to leaving a clear voicemail Analysing an example voicemail Useful phrases to make voice messages more impressive Possible reasons for complaints Common idioms used in complaints Useful language in dealing with complaints Takeaways – useful links for extra practice</p>

<p>Presentations – Preparing a presentation</p> <p>Primary considerations Analysing the audience Establishing the purpose and choosing the topic Including research Preparing a structure Attention grabbing strategies Functional language to address different parts of the presentation Takeaways – useful links for extra practice</p>	<p>Presentations – The journey to becoming a great presenter</p> <p>Fear of public speaking A closer look at the different messages Common mistakes to avoid Difference between reading and listening Effective use of transitions – traditional method vs summary method Useful language for different parts of a presentation</p>	<p>Active listening</p> <p>Understanding the speaker’s message Verbal and non-verbal feedback Successful active listening strategies Asking follow-up questions Showing interest through short questions Asking for clarification Reacting to news – showing concern and relief Takeaways – useful links for extra practice</p>	<p>Time management</p> <p>Identifying major time wasters Commonly used time idioms Time bandits Recording, analysing and changing Identifying effective solutions Understanding language in proverbs and metaphors Takeaways – useful links for extra practice</p>
<p>Goal setting</p> <p>How to set motivating goals Understanding the difference between goals and dreams/wishes Looking at the ‘SMART’ goal setting model Important questions to ask before setting goals Takeaways – useful links for extra practice</p>	<p>Job search skills – CV preparation</p> <p>Resume types – work-focused and skills-focused What is in a good CV Useful vocabulary for CVs Vocabulary describing job types Takeaways – useful links for extra practice</p>	<p>Job search skills – Cover letters</p> <p>Responding to job adverts Main components of a cover letter Analysing an example letter Useful expressions for a cover letter Do’s and don’ts in a cover letter Takeaways – useful links for extra practice</p>	<p>Job search skills – Dealing with job interviews</p> <p>What could go wrong Ways to make a great first impression General interview questions and appropriate answers Language to describe personal characteristics Focus on functional language for interviews Takeaways – useful links for extra practice</p>