

# **ENGLISH FOR MANAGEMENT**

## **English for Professional Development**

**Olga Dolganova**

**Duration: 28 ac. hours**

This course is intended for managers and management trainees who need to use English professionally in the modern business world. It is based on a comprehensive language syllabus which is developed in the context of managerial functions. It provides opportunities for practicing the language within the range of specific and general professional situations, such as Meeting People, Telephoning to Make Arrangements, Describing the Company Structure, Recruiting, Making Presentations. In terms of language skills the emphasis is on listening and speaking.

The course is aimed at:

- developing students' confidence and ability to perform adequately in a wide range of business situations
- encouraging them to use authentic texts on management
- facilitating their listening to English-speaking lecturers
- communicating effectively in English in their work.

The course has been designed for students of pre-intermediate to upper-intermediate level of English.

### **Contents:**

#### ***I. Subject areas:***

- First Meeting.
- Successful Management.
- Management Style.
- Managerial Functions. Management Routine.
- Time Management.
- Telephoning to Make Arrangements.
- Giving and Receiving Messages.
- Presentation that Sells.
- Authority vs. Power
- Leadership

- Company Structure
- Positive Work Environment
- Raising Finance
- Managing Difficult People
- Creating a Motivated Work Environment
- Leadership vs. Management
- The Human Resources Process. Recruitment and Selection.
- Meetings for Problem Solving

## ***II. Focus on Language.***

- Interviewing and introducing oneself and colleagues
- Giving definitions
- Taking notes and extending them in order to make a report
- Talking over the telephone
- Giving advice
- Expressing contrast
- Describing graphs
- Dealing with numbers
- Using signpost expressions
- Expressing cause-effect relationship
- Expressing opinions
- Making suggestions
- Hypothesizing

## ***III. Grammar***

- Present Simple vs. Present Continuous
- Past Simple vs. Present Perfect
- The Usage of Gerund
- Countable/Uncountable Nouns
- Reported Speech
- Passive Voice
- Modals
- Conditionals

## **Skills**

- Vocabulary Skills
- Academic reading skills (scanning, skimming,)
- Academic writing skills (building up a paragraph, writing an essay, graph description, using transition symbols, linkers, parallel structures, etc.)
- Academic Listening Skills (listening to lectures on professional topics)
- Professional communication skills
- Presentation Skills

## **Teaching Aids:**

1. David Cotton, David Falvey, Simon Kent, Market Leader, Upper-int., Intermediate, Pre-int. Video, Peason Education, 2007
2. David Cotton, Keys to Management, Longman, 2008
3. Jeremy Comfort, Effective Presentations, Oxford University Press, 1996
4. Jean Jjosvold, Cross-Cultural management: future and foundation, Ashgate Publishing Company, 2003
5. David S.Thomas, Cross-Cultural management: Essential Concepts, Sage Publications, 2008

# **АНГЛИЙСКИЙ ЯЗЫК ДЛЯ МЕНЕДЖЕРОВ**

## **Английский для профессионального развития**

**О.В.Долганова**

**Продолжительность: 28 а.ч.**

Курс предназначен для настоящих и будущих менеджеров, которым необходим английский язык для интернационального общения в рамках профессии. Тематически курс разработан в соответствии со знаниями о профессиональной деятельности менеджеров. Ознакомление и использование специальной терминологии менеджмента происходит при помощи воссоздания ситуаций, с которыми сталкивается любой менеджер в своей профессии, к примеру, знакомство с новыми коллегами, деловая переписка, проведение переговоров, презентация компании или проекта, набор

персонала. С точки зрения языковых навыков особый акцент делается на аудирование и говорение. В задачи курса входит:

1) развитие навыка восприятия на слух с целью подготовки к прослушиванию лекций на английском языке на факультете

2) выработка умения справиться с наличием незнакомых слов в тексте с целью облегчения чтения профессиональной литературы на английском языке

3) преодоление психологических барьеров на пути к свободному общению на профессиональные темы.

Курс рассчитан на слушателей с уровнем владения языком от 4.0 до 6.0 по шкале IELTS.