



ENGLISH FOR PROFESSIONAL USE (MPA) (6 ECTS)

SYLLABUS



2. Lecturer of the Course *Alina KARAPETIAN, PhD*
Senior Lecturer

3. Prerequisites for the Course	<p>The prerequisite for studying the discipline is the level of the language proficiency B2 / Upper-Intermediate level ("independent user"), which allows the student to feel confident in all types of speech activities used in the course. Students are expected to do the courses "General English-1", "General English – 2", elective English-language courses of bachelor's programs prior to enrolling on the course 'English for Professional Use (MPA)', since above mentioned courses pave the way for the effective acquisition of the skillset this course aims to develop.</p>
4. Course Objectives in Relation to Total Curriculum	<p>The aim of the course is to develop skills of written and oral professional communication in the field of Public Administration in English at the level C1/Advanced ("experienced user"), in accordance with the Common European Framework of Reference (CEFR).</p> <p><i>By the end of the course, students will be able to:</i></p> <ul style="list-style-type: none">- make informative and persuasive speeches on topics related to public administration, taking account of current social and political contexts;- write most common documents used in the field of Public Administration, choosing an appropriate format and communicating complex messages clearly;- participate in the discussion during speech sessions, persuade, justify an opinion, give feedback, etc.;- analyze information taken from authentic English-language sources, documents and research results in the field of public administration; identify the main ideas, structure, compare and establish links between parts; draw conclusions based on facts;- know a wide range of vocabulary units (including field-specific terminology), related to public administration.
5. Course Content	<p>The course 'English for Professional Use (MPA)' is designed for those who work or intend to work in the field of</p>

	<p>public administration. This practical course is aimed at developing students' skills of written and oral professional communication in the field of public administration. Teaching methods, such as role – plays, case studies, debates, etc., as well as the use of authentic sources for teaching add to the practical value of the course.</p> <p>Working with job-related information is an integral part of the scope of civil servants' responsibilities. Therefore one of the skills developed in the course is the analysis of information (articles and infographics) taken from authentic sources.</p> <p>During the course, students learn how to make public speeches (informative and persuasive), making use of visual aids, supportive material, and means of non-verbal communication.</p> <p>The course responds to modern labour market requirements by placing emphasis on developing soft skills (such as working in a team, critical thinking, complex problem solving, creativity, emotional intelligence, leadership skills) in addition to hard skills.</p>
<p>6. Major Topics Covered</p>	<p>Topic 1. The basics of effective communication in the field of Public Administration</p> <p>Topic 2. Working with job-related information.</p> <p>Topic 3. An Informative speech</p> <p>Topic 4. A persuasive speech</p>
<p>7. Prescribed Books and Readings</p>	<ol style="list-style-type: none"> 1. <i>Badger, I. Everyday business English Everyday Business English (English for Work). - Longman, 2003</i> 2. <i>Cotton, D. Market Leader. Pre-Intermediate. Student's book. Longman, 2002</i> 3. <i>Cotton, D. Language Leader. Intermediate. Coursebook. Pearson, 2008</i> 4. <i>Hofstede, G., Cultures and Organisations: Software of the Mind, Intercultural Cooperation and its Importance for Survival, McGraw Hill, 1991,</i> 5. <i>Naunton, J. Profile Pre-intermediate. Oxford University Press, 2005</i> 6. <i>Osborn, M. & S. Osborn. Public Speaking. 8th.ed. Pearson, 2008</i> 7. <i>Smith, D.G. English for Telephoning (Express Series). – Oxford, 2007</i> 8. <i>Trappe, T. Intelligent Business. Intermediate. Business English. Pearson Education Limited, 2005</i> 9. <i>Whitby, N. BEC Vantage. Upper-Intermediate. Work Book. OUP, 2003</i> 10. <i>You're Hired, Video Episodes, https://learnenglish.britishcouncil.org/en/youre-hiredx</i>
<p>8. Type(s) of Assessment</p>	<p>'English for Professional Use (MPA)' is a two-semester course. Students take a credit after the 1st semester. The grade (up to 100 points) consists of four components. They are:</p> <ul style="list-style-type: none"> - Class participation – up to 14 points; - Hometask assignments – up to 14 points; - Current tests – up to 42 points; - Credit – up to 30 points. <p>Students take an exam after the 2nd semester. The grade (up to 100 points) consists of the following components. They are:</p> <ul style="list-style-type: none"> - Class participation and hometask assignments – up to

13points;

- Writing an Informative Speech outline – **up to 8 points;**
- Informative Speech presentation – **up to 10 points;**
- Peer-evaluation of an Informative Speech – **up to 5 points;**
- Writing an Persuasive Speech outline – **up to 9 points;**
- Persuasive Speech presentation – **up to 10 points;**
- Peer-evaluation of a Persuasive Speech – **up to 5 points;**
- Exam – **up to 40 points.**