SEA-EU micro credential course sheet

Course offers for the SEA-EU micro-credential Programmes on Future Skills or Sustainability Studies

General Information

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| **Course Title** | **Code** |
| English for Professional Purposes |  |
| **Course teacher** |
| Main teacher: Raffaella Antinucci, Parthenope University of Naples Associated teacher: Marco Cimini, Parthenope University of Naples |
| **Organiser/Contact person** |
| Raffaella Antinucci, Parthenope University of Naples, raffaella.antinucci@uniparthenope.it  |
| **Credits (ECTS)** | **Workload** |
| 3 ECTS | 1 ECTS = 25 to 30 h Workload,Including 24h contact hours and 75h self-instructed learning. |
| **Language of instruction** |
| English  |
| **Mode of provision** |
| * Physical attendance of students: 100% ☐ remote attendance possible
* Physical attendance of students: partly required **X** online 100%
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| **Percentage of e-learning (0-100%)** |
| 100% |
| **Time and place for lessons** |
| 3-28 February 2025. Every Monday and Friday, from 11 am to 1 pm on Microsoft Teams (team code **b15mklx**) |

Organisational Information

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| **Course format/teaching and learning method (see SEA-EU list of teaching and learning methods)** |
| Seminar |
| **Max. number of participants** |
| 20 |
| **Course enrolment** |
| Via Google forms: <https://forms.gle/EPD74yEmcqkuM7qL8> (closing date 31st January 2025)For any request, please write to Marco Cimini: marco.cimini001@studenti.uniparthenope.it  |
| **Course fees** |
| Enrollment in this course is free of charge. |
| **Enrolment requirements** |

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| Study level ☐ BA (level 6) **X** MA (level 7) ☐ PhD (level 8) Entry level of language proficiency: B2 level of the CEFROther requirements: |
| **Link to the university’s website for the course** |
| Description and link to Google form to be published on the SIEGI (School of Economics and Law) website: <https://siegi.uniparthenope.it/seminari/> Link to Google form (for enrolment): <https://forms.gle/EPD74yEmcqkuM7qL8> (closing date 31st January 2025) |
| **Other remarks** |
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Learning Conditions

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| **Course content** |  |
| This 24h course in English for Professional Purposes is designed for students aiming at learning how to communicate properly in the workplace, providing them with transversal written and oral communication skills in professional English. Specifically, the course is structured around all four language skills referring to the B2 level of the CEFR. After a general introduction to English for Professional Purposes (EPP), students will be provided with a comprehensive overview of the main written and oral genres of professional communication in English, including the CV, the business report, and the job interview. Students will also be presented some efficient learning strategies to improve their vocabulary acquisition as well as their reading comprehension skills. On completion of the course, students will be assessed through a 30-question written exam. A minimum of 18 correct answers is necessary to successfully pass the final exam. |
| **Learning outcomes** (knowledge, skills, attitudes) |
| Students are expected to: - recognise the structure of conversations, presentations and written messages - recognise paralinguistic features of communication - use appropriate words to convey information, thoughts and ideas clearly and precisely - select language and body language appropriate to the target group and situation - base their communication behaviour on the principles of honesty and authenticity- practise clarity in verbal and non-verbal communication, share information openly and thus avoid misunderstandings |
| **Student activities** |
| Students will attend eight English for Professional Purposes seminars, focused on reading, writing, listening and speaking skills in a professional environment. They will engage in a variety of individual and group tasks, including analyzing authentic samples of written and oral professional interactions, writing CVs, and simulating job interviews. To supplement their learning, students will be required to complete additional activities and exercises provided on the course Team, as part of their weekly self-instructed asynchronous leaning.  |
| **Attendance policy** |
| Eligibility to access the final test and receive a certificate of attendance will depend on students’ regular and active attendance. Missing more than two classes will not be allowed. In addition to synchronous learning, for each class students will be required to complete asynchronous activities per week assigned by their teachers and accessible on Teams.  |
| **Assessment Methods (see SEA-EU list of assignments)** |
|  | Method | Duration in hours or length in words | Percentage Weighting |  |
|  | Examination | 1h | 100% |  |
| **Grading** |  |
| * graded X non-graded (pass/fail)
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| **Study materials/Course literature** |
| Students can use teachers’ PowerPoint presentations as a valuable study aid for this course. Additional study materials and further specific references will be provided during lectures. |

Linkage to SEA-EU micro-credential Programmes

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| **Linked to micro-credential programme** |
| X Future Skills ☐ Sustainability studies |
| **Linked to micro-credential module (see module list)** |
| * Higher order thinking competences
* Self competences

**X** Social and communication competences* Transformative competences
* Digital and media competences
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| **Linked Competence** |
| **Communication competence** encompasses the knowledge, skills and responsible attitude to communicate clearly, comprehensibly and congruently and thus to contribute to building interpersonal relationships, avoiding misunderstandings and improving the quality of communication.  |