

# BUT2 Semester 3 2022 Programme

ENGLISH COURSE

YOUR TEACHERS ARE
MS MATHILDE ARINO & MR THIERRY VILLARD

### CONTENT

### Focus on Professional English: contexts of communication

Professional communication in a job application CV, cover letter, emailing, telephoning

Training for job interviews

preparation for a placement/job application, job description, study of job ads, common interview questions & elevator pitch, body language

Working conditions and Work values

global ranking of best companies to work for, working conditions and work values

### Blended learning with online English course on Moodle

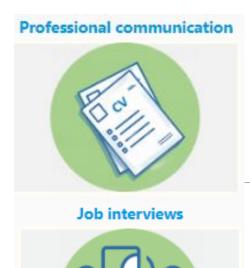












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Intemship Report: structuri...



Internship Report: writing t...



Getting ready for the internship

Guidelines to succeed in structuring a report Training in report writing techniques

### CONTENT

### Going further & personal tutoring



Going further
Resources in Science, Pronunciation tips



Méthodologie et Soutien pendant le semestre si besoin

## Objectives & Skills

#### Professional communication: CV, cover letter, emailing, telephoning

- enhance educational training and experiences with specific vocabulary

### Training for job interviews

- learn about work abroad & cultural specificities through jobs description & job ads
- anticipate on common questions, train on pronunciation
- give a basic but efficient introduction of yourself during an interview for a work placement with specific vocabulary (both written & oral)
  - get trained on body language, small talk
  - evaluation of peers and teacher

### Knowing about work worldwide

- learn about global working conditions and work values from basic articles and sources
- define your own values

### Getting ready for the internship: report writing

- structure of a report, outline, abstract techniques, writing style and efficiency

### Exams

#### **Professional communication: emailing & telephoning**

Note 1, coef 1

Oral part: Telephoning (oral message uploaded on Moodle, ) Week 41

Written part: 2 formal emails + 2 informal emails (à déposer dans casier le 12 octobre 22)

Submit CV on Week 38 (feedbacks will be given if CV worth being commented)

#### **Mock Job Interviews**

Note 2, coef 2

Peer and teacher evaluation

Week 45 (Nov 7): in TP groups (2 sessions, 4h)

#### **Internship preparation**

Note 3, coef 1 Abstract techniques applied to S3 SAÉ project



### Main objectives

To master professional vocabulary (written and oral)
In different contexts

To build your own application to companies and further studies From CV to job interview

To be familiar with writing techniques

Any questions?