

VV064 Syllabus – Academic and Professional Skills in English for IT

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Spring 2019, Monday 12:00 – 13:40, C511

Course Description:

Life, whether inside or outside academia, requires multiple sets of skills. As a consequence, the course takes a holistic approach to academic and professional skills, therefore giving the students an opportunity to widen their abilities that will be useful in their future careers. The course covers the following areas: the difference between formal and informal language and their proper use, summarizing information effectively, paraphrasing and avoiding plagiarism, writing formal letters, and presentation style and delivery.

Evaluation:

The course evaluation is based on the following:

- class participation (15%)
- formal/informal exam (in Week 7) (20%)
- presentation (25%)
- summary assignment (20%)
- homework assignments (20%)

Class participation

Active participation in class assignments and discussions is expected.

Formal/informal exam

There will be an in-class exam in Week 7. The exam focuses on formal/informal and personal/impersonal vocabulary as well as grammar and overall style.

Presentation

Students will give a presentation during the last week of the course (**TO BE DISCUSSED, will depend on the overall number of students in the course**). The presentations should last between 10 and 15 minutes and the topic will be chosen after a discussion with the instructor.

Summary assignment

This assignment takes place during the examination period and has two parts. First, students will write a summary of a source, and then they will review two other summaries written by their peers.

Homework assignments

For majority of classes students need to submit written assignments. These are separated into two types – minor assignments and major assignments. Minor assignments are evaluated based on submitted/not submitted basis. Major assignments are graded according to the quality of the submission. Assignments are always given for the following week (so the assignment in Week 1 is due before Week 2). **Unless otherwise noted, the deadlines for all homework assignments are Saturday midnight before next class.**

A timely submission of short homework exercises is also vital for completion of the course. You receive a deduction of 10 percent for every day past the deadline for all major assignments. Those who do not submit all their assignments by the end of the teaching period will receive an 'X' (failed to complete) as their course grade. In such case, resits are NOT possible.

Course policies:

Students are allowed not to attend two classes. In case of more absences – whether excused or not – please get in touch with the instructor ASAP.

Syllabus:

Week 1 – Feb 18

Introduction to the course, formal/informal language and vocabulary, using the appropriate register

Assignment (minor): Using academic language

Week 2 – Feb 25

Formal/informal language and vocabulary (continued), reporting verbs

Assignment (minor): 4/C, 5

Week 3 – March 4

Additional formal/informal practice, reporting verbs (continued)

Assignment (minor): complete 2/D

Week 4 – March 11

Paraphrasing and plagiarism; introduction to letter writing

Assignment (minor): write a cover letter (i.e. a motivational letter for applying to a job position) to a fictional workplace of your choice. Try to include all formal aspects of writing such letter you deem necessary. Aim at around 200 words.

Week 5 – March 18

Writing business letters; basic organization and structure in writing

Assignment (major): submit examples of discourteous/rude letters, email or other forms of communication and suggest revision.

Week 6 – March 25

Writing cover letters

Assignment (major): Conduct an online research and find an employer or a research group/center related to your studies. Imagine you are writing a cover letter for an available position at your desired location. Deadline April 13, midnight.

Week 7 – April 1

Formal/informal exam

Understanding summaries

Assignment (minor): The Case of the Piltdown Man

Week 8 – April 8

Further discussion of summaries; Introduction to presentations, How not to give a presentation

Assignment (major): Hans Rosling video (see handout). Deadline April 20, midnight.

Week 9 – April 15

Some problems with presentations, polishing presentations

Assignment (minor): Presentation outline: students will submit the outlines of their presentations. These outlines should clearly indicate the proposed topic, your overall

point (what you are trying to say), as well as the structure of the presentation. In general, you should include a few secondary sources, the style and the target audience of your presentation (more formal/more informal; general public/students/experts). Deadline April 27, midnight.

Week 10 – April 22

No class – Easter

Week 11 – April 29

Further presentation discussion and practice

Assignment (major) – writing a summary (see handout). Deadline May 18, midnight.

Week 12 – May 6

Giving feedback; abstracts vs summaries

Week 13 – May 13

Presentation session - TBA

Course wrap-up