

## DESPIBM / INTERNAT

### Guidelines for Successful English Training

- ❖ English only : use the language
  - ❖ Speak up ! Don't hesitate
  - ❖ Play along and be spontaneous
  - ❖ Make mistakes
  - ❖ Ask questions
  - ❖ Be active and involved
  - ❖ Find your limits –and go beyond them
- ❖ Sessions are based on **speaking** and **listening activities** : roleplay, stories, games and quizzes, authentic radio (BBC, NPR) .
  - ❖ Professional English in the context of **your** work.
  - ❖ Introduction to the TOEIC in the context of the EU level B2 for English certification.
  - ❖ The general emphasis is on developing **fluency** through **interactivity**.

#### Other Expectations:

- ❖ **Two short talks** (December and March –see below)
- ❖ Continuous assessment based on **participation** and **initiative**
- ❖ You must **attend 19 sessions** (26 planned)

### A short talk on a personal subject

- ❖ The talk should be four to five minutes long on a personal interest, hobby or sport –it should be original, genuine and in your own words.
- ❖ The tone should be informal and conversational, try to solicit participation from classmates –call on them.
- ❖ Do not memorize, recite or read a text; speak to the group from notes.
- ❖ Classmates are expected to ask questions and make comments.
- ❖ Do not be too concerned about grammar, but do make sure the words you use are the right ones. Check your language. Use a dictionary!
- ❖ Be precise and go into some depth and detail.
- ❖ Graphics should be simple and clear with little text: illustrations.

**1) Write a short summary of your topic in no more than 100 words**

**2) Provide a list in hard copy of key words and expressions specific to your subject**

## **Professional Talks**

The talk should be four to six minutes long on a work experience (in your future profession or not, paid or unpaid, volunteer, family business, summer job, etc... ) The talk should be genuine and in your own words and deal with the expectations you had before the job and the reality of it, the human factor element (yourself and others -the team- and management), the challenges and difficulties, as well as the concrete and routine (duties, responsibilities).

- ❖ The tone should be informal and conversational, try to solicit opinion from classmates –call on them.
- ❖ Do not memorize, recite or read a text; speak to the group from notes.
- ❖ Classmates are expected to ask questions and make comments.
- ❖ Do not be too concerned about grammar, but do make sure the words you use are the right ones. Check your language.
- ❖ Graphics should be simple and clear with little text: illustrations.

***Provide a short summary of your talk (150 words) including key words , jargon, expressions specific to the experience.***