Type: Core
Course Code: ENGL E3025
Title: English Skills for Employment
Pre-requisites: Pass in any ENGL E course unit

Aim and Objectives:
The aim of this course is to ensure students are employable in terms of English skills.

Learning Outcomes:
By the end of this course, students will be able to
- write their curriculum vitae in a contemporary format
- write cover letters for job applications
- write memos according to the appropriate format
- write emails and letters for official purposes
- apply telephone etiquette for official and social purposes
- conduct meetings
- write minutes of meetings according to a contemporary format
- make small talk in professional contexts

Content:
- Application procedure
- Cover letters
- Letters
- Memos
- Emails
- Telephone Etiquette
- Meetings and Minutes
- Small talk

Method of teaching and learning:
Lectures, discussions, and workshops

Assessment / Evaluation:
Assessment and evaluation of this course unit may be either by an end of semester examination and assignments or by one or the other.

Recommended Reading:

