

## Professional English Course

### Participants' Profile:

This class is offered to the advanced student of English who is undertaking further studies to acquire professional ACA or ACCA qualifications, or simply to candidates who want to improve their business English. The course is designed to enhance students' technical reading and writing skills as well as to provide opportunities for improving communication and presentation skills.

### Course Outline:

Authentic business articles will be read in order to broaden professional contextual knowledge and enrich vocabulary in this field. Students will then scrutinize, comment on and summarize important points. These articles will also be discussed in class with both an objective and critical eye and students will alternate the responsibility for leading the discussions.

Grammar and syntax will be addressed as and when needed. Handouts will be provided and completed either as class exercises or homework. Listening and speaking skills will be practiced through listening to or watching authentic news media. This will assist students in preparing and presenting a final researched report on a business/accounting topic. Audience members will all contribute towards evaluating each presentation.

### COURSE DETAILS

<b>Dates:</b>	June 23 – July 4 2022. Eight Sessions.
<b>Time:</b>	09:30 – 12:30
<b>Duration:</b>	24 hours
<b>Town:</b>	Nicosia
<b>Venue:</b>	Globaltraining / University of Nicosia
<b>Language:</b>	English
<b>Cost:</b>	€300, including course material.
<b>Lecturer:</b>	Mr Ken Kokkinos

### Course Objectives:

**By the end of the course students will have acquired the ability:**

- To take notes, comment on, and summarize texts related to finance
- To understand the different ways of communicating through informative & persuasive texts
- To communicate ideas and opinions articulately, concisely and coherently
- To practice critical thinking through reading texts and listening to media
- To communicate judgments, ideas and opinions arising from reading and listening, with sensitivity and tact
- To lead a group discussion to present key issues and views on selected articles related to business or finance
- To verbally present findings, solutions and summaries to a specified audience
- To prepare a group presentation in the form of a final researched report on a chosen business/finance topic. This will require effective writing and summarising skills, as well as the ability to collaborate with other students and to use appropriate non-verbal communication
- To present the report effectively to an audience using PowerPoint or Prezi.

### Lecturer's Profile:

Mr Ken Kokkinos

Ken is a British born Cypriot who grew up in London and spent most of his life there. He studied English Language and Linguistics at undergraduate level and Education at postgraduate level at The University of Surrey, Roehampton. He has been teaching Academic, Business and Professional English at the University of Nicosia since 2003. He is a Cambridge Certified IELTS examiner at the British Council Nicosia.

### Course Administration & Lecturing Team

Georgia Cottis - Director  
Ken Kokkinos - English Course Lecturer  
Caroline Davidian - Assistant Manager

### Contact Details

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## Professional English Course 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20 June	21 June	22 June	<b>23 June</b>	<b>24 June</b>	25 June	26 June
			<b>Class 1</b>	<b>Class 2</b>		
<b>27 June</b>	<b>28 June</b>	<b>29 June</b>	<b>30 June</b>	<b>1 July</b>	2 July	3 July
<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>	<b>Class 6</b>	<b>Class 7</b>		
<b>4 July</b>	5 July	6 July	7 July	8 July	9 July	10 July
<b>Class 8</b>						
11 July	12 July	13 July	14 July	15 July	16 July	17 July



### Certificate:

All participants will be awarded a certificate of attendance.