

## **Abstract of the course "Business English"**

This course is designed for students who are doing an MA program or just considering it, people with little work experience and those who have not yet started working. The aim of this course is to broaden your business potential by improving your English language skills.

In this course we will

- discuss:

practical measures that can help you move up,  
the factors that are important for choosing a career,  
all the pros and cons of doing a Master's degree,  
how to choose an academic course,  
how to succeed in your interview and get the job you want,  
what techniques to use to pass the interview successfully,  
tips on progressing up the career ladder,  
how to prepare for your first day at work,

- learn:

how to help a person with a career choice,  
how to write a CV,  
what it takes to be an MA student in the USA,  
how to write a successful statement of purpose,  
how to behave at a job interview,  
how to write a covering letter,  
how to describe a graph,

- look at:

the role of career planning in the modern world,  
the people who may influence the career choice,  
levels of higher education,  
the cost of higher education,  
the questions which are asked at a job interview,  
expert advice for every step on the way to job search success,  
the labour market in Britain and the US,  
peculiarities of employment in Britain and the US.

## Contents

	Topics	Reading	Listening	Writing
Module 1	Developing a career plan; choosing a proper job	Why don't you get a proper job (matching headings to paragraphs)	True/false; filling in the gaps	Writing a CV
Module 2	Power of a college degree; what it takes to be an MA student	Academic courses (multiple choice)	Multiple matching (drag and drop)	Writing a cover letter
Module 3	Job Interview; killer questions; job interview advice	Job interview killer questions (matching headings to paragraphs)	Selection from a number of answers	Writing a Statement of purpose
Module 4	Employment; types of jobs; first day at work	Employment questions matching headings to paragraphs	Selection from a number of answers; multiple choice	Describing graphs and charts

Let this course be your first step toward success.