UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

# SYLLABUS DEL CORSO

# English for Hr

**2627-1-F5703R021**

## Course title

English for HR (English Language Workshop)

## Topics and course structure

The English for HR Workshop offers 2 course options:

**Intermediate Module** — a course for students with a B1 level of English, as indicated by the Common European Framework of Reference.

**Upper Intermediate Module** a course for students who have already reached a B2-Level of English, according to the Common European Framework of Reference.

If you are not sure which is the right level for you, you can test your level with Rosetta Stone. .

Students holding a recognized international certificate,(see the Tabella Certificazione for further details) can request a waiver from the activities of the Laboratorio di Lingua Inglese by presenting a completed request form (available here) to the Ufficio Gestione Carriere.

When sending the completed request form, students must also attach the pertinent documentation attesting to the certification, as well as a photocopy of their carta d'identità.

In order to qualify for the waiver, the certification must meet the following conditions:

- It must be among the certifications listed in the Tabella Certificazione
- It cannot be more than three years old at the time it is presented

## Objectives

The main objectives of the course are:

**Intermediate Module**

- to acquire the main language and communications skills necessary for the workplace, in a general business environment
- to develop these language skills through activities based on:

    - Speaking
    - Listening
    - Reading
    - Writing

**Upper Intermediate Module**

- to strengthen and expand your communicative English Skills in the context of Human Resources. The four primary communicative language skills are

    - Speaking
    - Listening
    - Reading
    - Writing

- to strengthen and expand your ability to use your Soft Skills in English.
- to strengthen and expand your ability to work with and produce authentic texts (both spoken and written).

Particular focus will be placed on your ability to

- work with Human Resources documents
- understand and produce the vocabulary appropriate for the situation
- Use communicative English skills to explore HR Contexts

## Methodologies

All lessons are in person.

While the teacher will offer explanations on certain aspects of the English language and on communication skills, the majority of each lesson will focus on activities promoting the development of your ability to communicate in English in the workplace, and in particular in the context of 'Human Resources'.

- 18 three-hour interactive lessons
- 1 two-hour interactive lesson

## Online and offline teaching materials

**Intermediate Module**
Textbook — Business Result – Intermediate Student's Book by John Hughes and Jon Naunton (Oxford University Press)

Additional Materials supplied by the teacher via the e-learning page.

**Upper Intermediate Module**
Textbook — Market Leader - Human Resources by Rebecca Utteridge, Sara Helm (Pearson Longman)

Additional Materials supplied by the teacher via the e-learning page.

## Programme and references

**Intermediate Module**
Textbook — Business Result – Intermediate Student's Book by John Hughes and Jon Naunton (Oxford University Press)

The following units will be discussed:

- Unit 1. Working life
- Unit 2. Work-life balance
- Unit 3. Projects
- Unit 4. Services and systems
- Unit 5. Customers
- Unit 7. Working online
- Unit 8. Finance
- Unit 10. Facilities
- Unit 12. Innovation

**Upper Intermediate Module**
Textbook: Market Leader - Human Resources by Rebecca Utteridge, Sara Helm (Pearson Longman)

The following units will be discussed:

- Unit 1 E-Recruitment
- Unit 2 Social networking
- Unit 5 Evaluating training programmes
- Unit 6 Apprenticeships
- Unit 8 Benefits
- Unit 9 Bonuses and incentives
- Unit 10 Ethnic Diversity
- Unit 11 Gender Equality
- Unit 13 Building a strong HR brand
- Unit 14 E-firing
- Unit 15 Job Advertisement
- Unit 17 Performance appraisal record
- Unit 18 Staff Satisfaction Survey

## Assessment methods

- The final exam consists of an oral exam with a final assessment of "Approved / Not approved".

*During the exam, you will be assessed on your knowledge of syntax, grammar, vocabulary, and pronunciation.

*You will also be expected to discuss - in English - the topics contained in the course program.*

## Office hours

By Appointment

## Programme validity

This program remains valid for two academic years.

## Course tutors and assistants

## Sustainable Development Goals

QUALITY EDUCATION | DECENT WORK AND ECONOMIC GROWTH