# LS1419 English for Employment 7.5 credits

## Engelska för arbetslivet

This is a translation of the Swedish, legally binding, course syllabus.

## Establishment

Course syllabus for LS1419 valid from Spring 2019

## Grading scale

P, F

## Education cycle

First cycle

## Main field of study

## Specific prerequisites

This course focuses on specific skills in English. At the start of the course, the student should therefore have general English skills equivalent to at least the level B2 according to CEFR, the Common European Framework of Reference for Languages. The student is responsible for checking his/her skills in a self-assessment test before applying for the course.

## Language of instruction

The language of instruction is specified in the course offering information in the course catalogue.

## Intended learning outcomes

The course aims to develop the student's language proficiency for efficient work-related communication.

On completion of the course, the student should be able to:

participate actively in discussions, meetings and negotiations in multicultural workplaces and culturally heterogeneous groups
explain and defend his/her opinions in work-related discussions
identify differences in linguistic style between everyday and work-related communication, and adapt his/her oral and written production according to the audience
write business letters and documents

## Course contents

Oral activities to practice work-related communicative situations
Vocabulary and rhetoric in negotiations and discussions
Oral presentation techniques
CVs and cover letters, formal letters, e-mail and other business-related written communication
Overview of communication strategies for the culturally heterogeneous workplace
Discussions using authentic material to increase the understanding of current topics within technology and natural sciences (for example research ethics, sustainable development, and technological breakthroughs)

## Course literature

Course literature will be announced before the start of the course.

Recommended reference literature and electronic resources will be listed in the course information or in a similar way.

## Examination

- LEXA - Continuous assessment, 7.5 credits, grading scale: P, F

Based on recommendation from KTH's coordinator for disabilities, the examiner will decide how to adapt an examination for students with documented disability.

The examiner may apply another examination format when re-examining individual students.

If the course is discontinued, students may request to be examined during the following two academic years.

## Other requirements for final grade

All examination parts passed
75% attendance

## Ethical approach

- All members of a group are responsible for the group's work.
- In any assessment, every student shall honestly disclose any help received and sources used.
- In an oral assessment, every student shall be able to present and answer questions about the entire assignment and solution.