

## Business English for Administrative Staff (B2 level)

**Target group:** administrative staff

**Prerequisites:** A2 level in English

**Course offered by:** Faculty of Humanities and Social Sciences, Split

**Course teachers:** Marin Slugan, mag. educ. philol. croat. et angl.

**Contact person/ Information:** Marin Slugan (mslugan@ffst.hr) - educational aspects; other – seaeu@unist.hr

**Course overview:** English Language for Administrative Staff - B1

This course covers contemporary topics in the field, administration and business, as well as intercultural exchange and communication. Participants will be taught fluent and precise expression in English, complementing their theoretical knowledge of English grammar, vocabulary and speaking skills. It is designed for individuals who already have a working knowledge of English but want to enhance their fluency, accuracy and confidence in performing more advanced tasks. Participants will improve their communication skills, deepen their understanding of grammar and expand their business-specific vocabulary.

### Learning Outcomes

By the end of this course, participants will be able to:

- Effectively use essential communication skills in a professional work environment, using English fluently and accurately
- Build confidence in using English for administrative tasks and workplace communication, enhancing their professional profiles and competencies
- write letters, e-mails, CV, motivational letters, reports in English
- Adapt their language and expression to suit the target audience or the specific demands of various business situations
- Enhance career mobility within the sector, fostering lifelong learning
- Engage in cross-cultural collaboration with colleagues from EU countries, sharing ideas and building networks for future international cooperation

**Start-End Date/ Time: 15 October – 3 December 2024**

- 15 October 2024, 10.00 – 11.30 (CET)
- 17 October 2024, 10.00 – 11.30 (CET)
- 22 October 2024, 10.00 – 11.30 (CET)
- 24 October 2024, 10.00 – 11.30 (CET)
- 29 October 2024, 10.00 – 11.30 (CET)
- 31 October 2024, 10.00 – 11.30 (CET)
- 5 November 2024, 10.00 – 11.30 (CET)
- 7 November 2024, 10.00 – 11.30 (CET)
- 12 November 2024, 10.00 – 11.30 (CET)
- 14 November 2024, 10.00 – 11.30 (CET)
- 19 November 2024, 10.00 – 11.30 (CET)
- 21 November 2024, 10.00 – 11.30 (CET)
- 26 November 2024, 10.00 – 11.30 (CET)
- 28 November 2024, 10.00 – 11.30 (CET)
- 3 December 2024, 10.00 – 11.30 (CET)

**Additional details:** There will be flexibility to tailor the course topics based on the specific needs and preferences of the students in the group.

**Technical Requirements:** Laptop/PC with a stable Internet connection, a camera and a microphone. Lessons will be held via Microsoft Teams/Zoom.

**Total workload:** 30 hours

**Class size:** 20 participants

**To apply:** <https://forms.office.com/e/DF13zitang>

**Registration period:** 30 September – 11 October 2024

Registrations close on 11 October 2024 at 2:00 (CET).

Participants will receive connection details 2 days before the start of the course.

