

module code /
 module title

Using English in the Professional World

date / version of the module description	03 (10/2021)
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1 INFORMATION ON THE MODULE

1a	module code	UEP
1b	module title (German title)	Englisch in professionellen Kontexten
1c	module title (English title)	Using English in the Professional World
1d	credit points	9
1e	responsible for the module	Dr. Vanessa Herrmann
1f	type of module	compulsory elective module
1g	programs using the module	M.A. English-Speaking Cultures
1h	organizational unit offering the module	FB 10
1i	content-related prior knowledge or skills	Klicken Sie hier, um Text einzugeben.
1j	learning contents	<p>The module provides the more practically-focused language, presentation and academic skills foundation for the other modules in the study programme.</p> <p>UEP Part 1 (winter semester): focus on communication and academic skills as contributor and/or recipient within group contexts, weaving together language and soft skills to enable truly effective communication. The concrete content varies depending on the individual class, but includes work on:</p> <ul style="list-style-type: none"> • Input: listening, reading and writing strategies, i.e. accessing and gathering relevant information from a variety of sources, critical evaluation of sources as well as interpreting and processing this information in an effective manner; preparation for professional contexts in academia and/or work life; establishing critical thinking as an essential part of professional contexts. • Output: identifying the target audience, what they need, and how to most effectively convey one's 'message' by selecting the most appropriate means of communication; the most helpful structure and content; the most effective supporting material (including visual aids as appropriate); the most appropriate language and register; presenting and defending

		<p>complex academic ideas and concepts; presenting ideas and concepts in the professional world; effective implementation of (academic) research into professional contexts; writing strategies in preparation for the MA thesis</p> <ul style="list-style-type: none"> • Delivery: preparing for different communicative situations; effectively employing resources and strategies in the given context, and adapting them to a different context if necessary. In written contexts: use (academic) writing skills to professionally express one's ideas; use secondary sources diligently and with purpose; avoiding plagiarism by citing sources correctly. • Working with others: exploring group dynamics with respect to communication and organization (one's own and that of the group), together with productive discussion and negotiation (e.g. through concession and compromise) to resolve disagreement and overcome obstacles; investigating considerations regarding leading a discussion and/or group. Considering the importance of an appreciation of intercultural differences in international contexts. In oral contexts, exploring non-verbal resources and strategies to establish rapport with the audience <p>UEP Part 2 (summer semester): building on the abilities developed and knowledge acquired in semester 1 to refine spoken skills within professional contexts. Participants explore various strategies through which they can achieve more effective communication in predominantly oral contexts. Possible focuses include researching, debating and presenting in both academic contexts as well as in other professional fields beyond the university context. The concrete content varies depending on the individual class, but can include:</p> <ul style="list-style-type: none"> • Language as truth vs. language as manipulation: expanding critical-thinking skills to be able to distinguish opinion from fact, and to carefully test the validity of an utterance or text; sensitivity to the possibility of multiple interpretations of the same material, • "Less is (sometimes) more": quality vs. quantity in argumentation and presentation; avoiding 'wordiness' without becoming excessively enigmatic, • Strategies of oral argumentation 																												
1k	learning outcomes/ competencies/ targeted competencies	<p>UEP 1 (winter semester): portfolio demonstrating that</p> <ul style="list-style-type: none"> • students can present a complex issue to the group in a clearly structured, well supported and easy-to-understand manner, • students can respond to written and/or oral questions from the group concerning their presentation in a manner that reflects their command both of the subject matter and of the language, • students are competent in using their communication, teamwork and academic skills in a flexible manner within a group context to reach a generally acceptable resolution of a complex situation involving conflicting interest-groups. • students can create academic texts at an MA level <p>UEP 2 (summer semester) Portfolio of work demonstrating a mastery of the skills developed in the course of the semester. The nature of this portfolio depends on the focus of the individual class and can include written work and/or other electronic formats. Details are provided in the relevant class description and the first week of the class</p>																												
1l	calculation of student workload (part a: calculation of presence time and working hours)	<p>The total amount of the presence time and working hours of the module has to be calculated additionally in the detailed calculation a) to c).</p> <p>a) detailed calculation: SWS / presence time/working hours in each course of the module</p> <table border="1" data-bbox="486 1646 1524 2004"> <tr> <td><input type="checkbox"/></td> <td>number</td> <td>lecture(s) with</td> <td>number</td> <td>SWS/ contact hours</td> <td>number</td> <td>hours of presence time</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>seminar(s) with</td> <td></td> <td>SWS/ contact hours</td> <td></td> <td>hours of presence time</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>exercise(s) with</td> <td>4 resp. 2</td> <td>SWS/ contact hours</td> <td>84</td> <td>hours of presence time</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>internship(s) with</td> <td></td> <td>sum of working hours</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/>	number	lecture(s) with	number	SWS/ contact hours	number	hours of presence time	<input type="checkbox"/>		seminar(s) with		SWS/ contact hours		hours of presence time	<input checked="" type="checkbox"/>	2	exercise(s) with	4 resp. 2	SWS/ contact hours	84	hours of presence time	<input type="checkbox"/>		internship(s) with		sum of working hours		
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		<input type="checkbox"/> seminar(s) with SWS/contact hours total hours of presence time <hr/> <input type="checkbox"/> laboratory/laboratories with SWS/contact hours total hours of presence time <hr/> <input type="checkbox"/> tutorial(s) with SWS/contact hours <hr/> <input type="checkbox"/> excursion(s) with SWS contact hours in total working hours <hr/> <input type="checkbox"/> other form of course (e.g. block seminar), namely this: Klicken Sie hier, um Text einzugeben. with SWS / with totally contact hours <input type="checkbox"/> presence time <input type="checkbox"/> working hours = sum of presence time and working hours: 84
	calculation of student workload (part b: preparation time and follow-up work/self-study)	b) working hours for preparation/follow-up work of the course(s) and/or self-study = sum of working hours: 126
	calculation of student workload (part c: exam preparation etc.)	c) exam preparation (incl. examination) = sum of working hours: 60
	calculation of student workload (total amount of hours including a) - c))	Total amount of the presence time and working hours a) to c): 270
1m	description of possible optional courses in the module	<u>Can a student choose between different courses within the module?</u> NO <u>Short description of selection option</u> Klicken Sie hier, um Text einzugeben.
1n	language(s) of instruction	<input type="checkbox"/> German <input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Other, namely this: Klicken Sie hier, um Text einzugeben.

1o	frequency	<p><i>(regular cycle module is offered) e.g.: winter semester, yearly or summer semester, yearly or each semester</i></p> <p>Other, namely this: UEP is offered yearly; i.e. UEP 1 each winter term and UEP 2 each summer term</p>
1p	duration	<p>two semester module</p> <p>Klicken Sie hier, um Text einzugeben.</p>
1q	Literature <i>(optional)</i>	<p>To be supplied in relevant course</p>
1r	more information on the module <i>(optional)</i>	<p>Klicken Sie hier, um Text einzugeben.</p>
<p>2 INFORMATION ON THE MODULE EXAMINATION (see also AT Art. 5 section 8)</p>		
2a	type of examination	<p><input type="checkbox"/> module exam; i.e. exam with only one component (MP)</p> <p><input type="checkbox"/> combination exam, i.e. exam with several components (administered by instructors) (KP)</p> <p><input checked="" type="checkbox"/> partial exam; i.e. exam with several components (administered by registrar) (TP)</p>
2b	exam components or prerequisites <i>(type, number)</i>	<p><i>PL = graded component of the examination</i> <i>SL = ungraded component of the examination, coursework</i> <i>PVL = prerequisite of the examination (see AT Art. 5 Section 10)</i></p> <p><input checked="" type="checkbox"/> PL 2 <input type="checkbox"/> SL number <input type="checkbox"/> PVL justification</p> <p>If necessary, further explanations: Klicken Sie hier, um Text einzugeben.</p>
2c	Give this information for combination examinations only: Weights (in percentage) of component grades	<p>PL 1: Klicken Sie hier, um Text einzugeben. PL 2: Klicken Sie hier, um Text einzugeben. PL 3: Klicken Sie hier, um Text einzugeben. PL 4: Klicken Sie hier, um Text einzugeben.</p> <p>If necessary, further comments: Klicken Sie hier, um Text einzugeben.</p>
2d	form of examination (see AT BPO/AT MPO Art. 8, 9 and 10)	<p><input type="checkbox"/> Assignment <input type="checkbox"/> Oral examination (single) <input type="checkbox"/> Presentation, oral</p> <p><input type="checkbox"/> Written examination <input type="checkbox"/> Group examination, oral <input type="checkbox"/> Presentation and written assignment</p> <p><input checked="" type="checkbox"/> Portfolio <input type="checkbox"/> Project report <input type="checkbox"/> Bachelor Thesis</p> <p><input type="checkbox"/> Internship report <input type="checkbox"/> Colloquium <input type="checkbox"/> Master Thesis</p> <p><input type="checkbox"/> Other (concrete definition is given in the examination regulations): Klicken Sie hier, um Text einzugeben.</p>

2e

language(s)
of instruction

- German English Spanish French
 Other, namely this:

[Klicken Sie hier, um Text einzugeben.](#)