Each module has a number of lessons, which all have the following structure:

- an introduction to the topic
- interactive learning activities

## **ASSESSMENT:**

Participants are assessed in the following ways:

Assessment component	Description
Four written assignments within each module	Participants apply the language and skills they have learned to their own context and reflect on their experience.
An end-of-module progress test	Participants complete a multiple-choice test to check their learning.

Participants will gain a certificate of completion:

• On completion of the whole course

#### Are you a lecturer or instructor?

The Certificate in EMI Skills course is offered to higher education professionals through their employer. Talk to your employer if you're interested in taking this course.

## **CONTACT US:**



### **Skills Development Programs**

#### **Center for Executive Education**

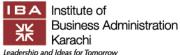
Institute of Business Administration

Ph.: +92-21-38104700-01 Ext: 1801 & 1811

Fax: +92-21-38103008

Email: emicambridge@iba.edu.pk Website: http://sdp.iba.edu.pk/







## Cambridge English

## **Certificate in EMI Skills**

English as a Medium of Instruction



http://sdp.iba.edu.pk/cambridge\_english\_certificate.php







## COURSE:



The Certificate in EMI Skills course helps higher education professionals to:

- communicate more effectively in English with students and colleagues
- use a range of language in different situations, from lectures and tutorials to conferences and online discussions
- increase familiarity with a range of skills for delivering instruction in English.

# LEARN I

The Certificate in EMI Skills is a 40-hour online learning course.

Each of the eight online modules has approximately 5 hours of online study materials and 3 hours of optional materials will be delivered as a combination of face-to-face and online learning.



## **MODULES:**

The Certificate in EMI Skills has eight modules:

#### Module

- 1 Language for lectures
- 2 Language for seminars
- 3 Language for small groups and practical sessions
- 4 Language for tutorials and supervision
- 5 Language for online communication
- 6 Language for evaluation and feedback
- 7 Language for developing and extending professional roles
- 8 Language for fulfilling professional responsibilities

#### Content

- Different lecture styles
- · Introducing a lecture
- Signposting and cohesion in lectures
- · Concluding a lecture.
- Structuring seminars
- · Giving step-by-step guidance
- Using questions to guide students
- Answering students' questions.
- Explaining procedures
- Setting up groups
- Monitoring groups and practical sessions
- Ending a group discussion or practical session.
- · Setting goals and expectations
- Advising students on strengths and weaknesses
- · Problems and solutions
- · Focusing on the individual student.
- · Online communication skills
- Writing emails
- Managing group communication
- Responding to online communication.
- Giving constructive feedback
- Giving targeted feedback
- Distinguishing between necessity and suggestion
- · Organisation of feedback.
- Preparing for academic interviews
- Writing a conference proposal
- Engaging in peer mentoring
- Networking in social situations.
- Different students' characteristics and needs
- Institutional conventions
- · Institutional differences
- · Relationships within university settings.