

## DAILY ASSESSMENT FORMAT

<b>Date:</b>	<b>4/08/2020</b>	<b>Name:</b>	<b>Prajwal Kamagethi Chakravarti P L</b>
<b>Course:</b>	<b>Coursera</b>	<b>USN:</b>	<b>4AL17EC073</b>
<b>Topic:</b>	<b><i>Speak English Professionally: In Person, Online &amp; On the Phone</i></b>	<b>Semester &amp; Section:</b>	<b>6 &amp; B</b>
<b>Github Repository:</b>	<b><a href="https://github.com/alvas-education-foundation/Prajwal-Kamagethi.git">https://github.com/alvas-education-foundation/Prajwal-Kamagethi.git</a></b>		

## SESSION DETAILS

### Session images

The screenshot shows a web browser window displaying the Coursera website. The page is for the course 'Speak English Professionally: In Person, Online & On the Phone' by Amalia Stephens. The video player shows two women, Leah Attruia and Amalia Stephens, standing in front of a modern building. The video title is 'Introduction to Course'. The left sidebar shows the course structure, including 'Intro to Course', 'Discussion Prompt', 'Reading: Consent Form', 'Small Talk & Conversational Vocabulary', 'Express Yourself: Pronunciation', and 'Elevator Speech'. The right sidebar shows a 'Notes' section with a 'Save Note' button. The bottom of the page shows a macOS dock with various application icons.

### Report:

#### Reasons for Learning Professional English

There are many reasons for learning professional English, even if you are not looking for an English-speaking job right away:

- You will have more job opportunities. Many large businesses now require that you speak English, especially if they deal with any international customers or partners. Knowing English will open doors for you to better careers and make you stand out as an applicant.
- You will be able to communicate better. No matter where you are in the world, since so many people know at least a little bit of English, you can use the language to communicate.
- You will have an easier time getting promotions. Even if you start at the bottom of a company where knowing English is not that important, you will have an easier time getting promoted if you know English. Many managers, executives and other important company members must know English.
- You will have the chance to work abroad. If you've been hoping to move someplace that speaks English, getting a job there will be important. Knowing English will give you an important advantage when you are applying.

As you can see, learning professional English has many benefits!

#### **The Difference Between Professional and Casual English**

Do not worry if you've been learning "regular" English all this time—you need to know basic English reading, writing and speaking skills to learn business English well. The basics of English are the same whether you are talking about [the great movie you saw yesterday](#) or the important meeting you have coming up.

The differences are found in the vocabulary and topics of conversation. Professional English is focused on communicating clearly in a business setting, with co-workers, customers, your boss or anyone else related to work.

Knowing professional English really means knowing how to make phone calls, write reports, engage during meetings and be a part of the everyday office routine.

You will also need to know how to speak about the area of expertise of your company in English. In other words, if you work in a law company, you might need to speak about law in English.

There are ways to make professional English part of your everyday life, so you can be ready to apply your skills to your career.