**English for Virtual Communication (EVC) Course Overview**

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| **Course info** | |
| **Name** | English for Virtual Communication (EVC) |
| **Category** | English, Speaking, Functional language |
| **Levels** | A2+; B1 |
| **About the course** | **English for Virtual Communication** is a short-term online modular course designed for production staff already participating in online status meetings and project demos in English. During the course, the participants will explore a variety of phrases and communicative strategies, which can be used to establish clear and effective communication in a virtual context. |
| **Training goal(s)** | Student will be able to:   * use a variety of relevant expressions in work related contexts, * use a number of communicative strategies to ensure effective communication in online and face-to-face meetings. |
| **Agenda/ syllabus** | Module 1. Small talk and Active listening  Module 2. Dealing with tech issues  Module 3. Clarification  Module 4. Softening  Module 5. Filling silences, buying thinking time.  Module 6. Revision  Module 7. Talking about problems  Module 8. Stand-ups  Module 9. Giving demos  Module 10. Discussion management  Module 11. Revision.  Modules 1-9 and 11 consist of two lessons. Module 10 consists of three lessons.  The typical module structure is as follows:   |  |  | | --- | --- | | **Lesson 1** | **Lesson 2** | | Lead-in  Input  Controlled practice / Memorization  Freer practice | Lead-in  Revision / Input  Controlled practice / Memorization  Freer practice | |
| **Length** | 24 lessons (36 hrs) |
| **Delivery format** | Face-to-face (Instruction may be moved online for certain sessions) |

Work with a partner. Read each sentence. Do you think it is **true** or **false**? If you think it is false, try and correct it.

* 1. To finish the course, you must come to **at least 60%** of the lessons.
  2. If you need to miss a lesson, you must **inform your teacher via Outlook and cc your RM**.
  3. If you miss **three classes one after the other** and don't notify your teacher, you and your RM will get **a warning email**.
  4. If you miss **five classes in a row** and don't notify your teacher, you will get an email "You are **excluded from the course** " and your name will be on **the Stop List.**
  5. 'I’m really busy on my project right now’ is a good reason to miss a class.
  6. If you are 15 minutes late, the teacher will mark you as absent (= missed the class).
  7. Homework is **optional**.