

Syllabus

Course name : English V Instructor : Ms Faten Khalfallah Maaref MsFadhilaKefi Department: Language department	Level: Grade 3 management Term : 5 Course duration : 90 minutes Credit : 21 Coefficient : 1
Course description : This course teaches students the techniques of delivering a presentation. It also helps them, as future jobseekers, to find job opportunities, research job openings, decode job advertisements, write a cover letter as well as a resume and eventually, succeed in a job interview in which they will show the recruiter that they are the right people for the right place. Moreover, students will be taught how to write emails of enquiry as well as replies to enquiries.	
Learning Objectives: On completion of this course, students will be able to: <ul style="list-style-type: none">- Do an oral presentation- Scan a job advertisement- Write a cover letter and an email of application- Write a CV- Answer the most common interview questions- Write emails of enquiry- Write an email to reply to an enquiry	
Course weekly plan :	
Week	Topics/Chapters
1	First contact
2	Numerals
3	The presentation : introduction
4	The presentation : body
5	The presentation : conclusion
6	Decoding job adverts
7	Assessment
8	The cover letter (Course)
9	The coverletter (Practice)
10	The CV
11	The job interview
12	Business correspondence: enquiries
13	Business correspondence : reply to an enquiry
14	Assessment
Keywords : Presentation/ employment/ vacancy/ interview/ enquire/ order	
Prerequisites Intermediate English level	
Instructional methodology Participatory	

Assessment methods, Schedule and Grade Distribution:

Assessment type	Grading
In-class participation and activities	10%
Mid-term exam	20%
Final exam	70%

References :

- Careerealism: The Smart Approach to a Satisfying Career by J.T. O'Donnell
- How to Prepare for an Interview: Boost Your Confidence, Impress Your Interviewer, and Get a Job by Alison Green
- 5-Step Guide to Improve Your Resume (and Land More Job Interviews) by J.T. O'Donnell
- Intermediate Market Leader by David Cotton, David Falvey, Simon Kent
- Business Vocabulary in Use by Bill Mascull