

# STUDY GUIDE

## ENGLISH FOR ACADEMIC PURPOSES IT for Smart & Sustainable Mobility

Organised by  
Poznan University of Technology PUT (Poland)

1. IDENTIFYING DATA.															
· Course Name.	English for Academic Purposes														
· Coordinating University.	Poznan University of Technology (PUT)														
· Partner University Involved.															
· Course Field(s).	Modern language														
· Related Study Program.	N/A														
· ISCED Code.	0231														
· SDG.	<a href="https://sdgs.un.org/goals">https://sdgs.un.org/goals</a> : 4, 17														
· Study Level.	Master's degree studies (M)														
· EUNICE Key Competencies	<p>[Indicate the Key Competencies required for the course.]</p> <ul style="list-style-type: none"> <li>• Green – strongly</li> <li>• Orange- moderately</li> <li>• Red – partially</li> <li>• Blank cell - not at all</li> </ul> <table border="1"> <tbody> <tr> <td>Problem solving</td> <td>• Orange- moderately</td> </tr> <tr> <td>Teamworking</td> <td>• Orange- moderately</td> </tr> <tr> <td>Communication</td> <td>• Green – strongly</td> </tr> <tr> <td>Self-management</td> <td>• Orange- moderately</td> </tr> <tr> <td>Cognitive flexibility</td> <td>• Red – partially</td> </tr> <tr> <td>Digital competence</td> <td>• Red – partially</td> </tr> <tr> <td>Technical competence</td> <td>• Red – partially</td> </tr> </tbody> </table>	Problem solving	• Orange- moderately	Teamworking	• Orange- moderately	Communication	• Green – strongly	Self-management	• Orange- moderately	Cognitive flexibility	• Red – partially	Digital competence	• Red – partially	Technical competence	• Red – partially
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	Global intercultural competence	• Green – strongly
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• Number of ECTS credits allocated.	4
• Mode of Delivery.	Online live, synchronous
• Language of Instruction.	English
• Course Dates.	Starting and end dates of the course – from 8 <sup>th</sup> October to 10 <sup>th</sup> December 2026; Duration - 36 hours (36x45 mins); Time CET
Schedule of the Lectures.*	<p>MODULE 1:</p> <ul style="list-style-type: none"> <li>• Thursday 8<sup>th</sup> October 2026 9.00 - 12.15</li> <li>• Thursday 15<sup>th</sup> October 2026 9.00 - 12.15</li> <li>• Thursday 22<sup>nd</sup> October 2026 9.00 - 12.15</li> </ul> <p>MODULE 2:</p> <ul style="list-style-type: none"> <li>• Thursday 29<sup>th</sup> October 2026 9.00 - 12.15</li> <li>• Thursday 5<sup>th</sup> November 2026 9.00 - 12.15</li> <li>• Thursday 19<sup>th</sup> November 2026 9.00 – 10.30</li> </ul> <p>MODULE 3:</p> <ul style="list-style-type: none"> <li>• Thursday 19<sup>th</sup> November 2026 10.45 - 12.15</li> <li>• Thursday 26<sup>th</sup> November 2026 9.00 - 12.15</li> <li>• Thursday 3<sup>rd</sup> December 2026 9.00 - 12.15</li> <li>• Thursday 10<sup>th</sup> December 2026 9.00 - 12.15</li> </ul> <p>*The schedule of the lectures may be adjusted after the course begins, with the agreement of the teacher and the course participants.</p>
• Key Words.	English, science, engineering, academic writing, summaries
• Catchy Phrase.	“Now’s the perfect time to get into both tech and foreign language learning and make the world your oyster.” Juliette Carreiro

• Prerequisites and co-requisites.	B2 in English CEFR level; EUNICE students (M); IT for Smart & Sustainable Mobility students
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· Number of EUNICE students that can attend the Course.	20
· Course inscription procedure(s).	Standard EUNICE procedure

## 2. CONTACT DETAILS.

· Department.	Centre of Languages and Communication at Poznan University of Technology
· Name of Lecturer.	Barbara Sawicka, PhD
· E-mail.	<a href="mailto:barbara.sawicka@put.poznan.pl">barbara.sawicka@put.poznan.pl</a>
· Office.	Centre of Languages and Communication at Poznan University of Technology · Website: <a href="https://www.clc.put.poznan.pl">https://www.clc.put.poznan.pl</a> · Email address: <a href="mailto:office_clc@put.poznan.pl">office_clc@put.poznan.pl</a>
· Other Lecturers.	Klara Kwiatkowska, MA <a href="mailto:klara.kwiatkowska@put.poznan.pl">klara.kwiatkowska@put.poznan.pl</a> Dorota Żarnowska, MSc <a href="mailto:dorota.zarnowska@put.poznan.pl">dorota.zarnowska@put.poznan.pl</a>

## 3. COURSE CONTENT.

The course will provide three modules concerning the communicative needs of Master's degree students who wish to use the English language in the academic context. The modules will be delivered online in a synchronous mode with asynchronous components. The modules concentrate on skills necessary for:

- analysing academic texts;
- writing summaries and paragraphs;
- conducting and participating in an academic discussion;
- effective presenting.

## 4. LEARNING OUTCOMES.

By the end of the course participants will have mastered:

- the ability to write summaries and paragraphs, paraphrase a text and mediate concepts;
- the ability to lead and contribute effectively to a discussion on an academic topic;
- the ability to give effective presentations and interact with other participants in a discussion.

## 5. OBJECTIVES.

To provide knowledge and practice in the following fields/areas:

- the functions, types and structure of summaries;
- linguistic and rhetorical patterns in summaries;
- agreeing on the topic of a team presentation;
- selecting the content for the presentation from the source materials;
- discussing the structure, length, visual aids, etc.;
- dividing work, responsibilities and setting deadlines;
- preparing an oral meeting report;
- leading and participating in an academic discussion;
- selecting content and commenting a slide-show or any other visual support (pace, timing);
- the do's and don'ts of visual efficiency in a variety of academic settings that imply oral skills;
- leading exchanges after a presentation and interacting with participants.

## 6. COURSE ORGANISATION

### MODULES

	<p><b>MODULE 1: Introduction to English for Academic Purposes (12 hours)</b> Analysing the structure of an academic article; Describing diagrams and charts; Conducting a discussion, taking part in a discussion, producing an oral report, expressing agreement/disagreement, asking for clarification, explaining, giving the floor, arguing, negotiating, mediating concepts.</p>
1.	Lesson 1. Analysing the structure of an academic article
2.	Lesson 2. Literature review
3.	Lesson 3. Mediating information - Diagrams and Charts
4.	Lesson 4. Preparing for a discussion
5.	Lesson 5. Preparing for a presentation
6.	Lesson 6. Introduction to project work
	<p><b>MODULE 2: Academic Writing (10 hours)</b> Introducing the basic elements and structures in academic writing; Analysing sentence structure; Writing paragraphs; Comparing summaries and paraphrases; The notion of plagiarism in academic writing</p>
1.	Lesson 1. Analysing sentence structure

2.	Lesson 2. Paraphrasing texts
3.	Lesson 3. Plagiarism
4.	Lesson 4. Writing summaries
5.	Lesson 5. Writing paragraphs
	MODULE 3: Academic Presentation (14 hours) Language and skills necessary for presenting at in the academic and professional contexts and interaction with other participants in presentations; Soft skills in presentations; Different presentation formats and presenting styles.
1.	Lesson 1. Presentation structure and signposting language
2.	Lesson 2. Interruptions, summarising, and dealing with questions
3.	Lesson 3. Delivery and non-verbal cues (body language, speech quality, elements of public speaking)
4.	Lesson 4. Visual aspects – the use of modern technologies in preparing presentations
5.	Lesson 5. Modern approaches to presenting and public speaking
6.	Lesson 6. Team project presentations and assessment- Part I
7.	Lesson 7. Team project presentations and assessment- Part II
<b>LEARNING RESOURCES AND TOOLS</b>	
Zoom platform, educational media, virtual classroom activities, Google Workspace tools	
<b>PLANNED LEARNING ACTIVITIES AND TEACHING METHODS</b>	
<ol style="list-style-type: none"> <li>1. Methodology: communicative language teaching, task based approach</li> <li>2. Learning activities: pair and group work, text based mediation activities, discussions, searching for information, text analysis, note taking, role play, giving presentations, writing summaries and paragraphs</li> </ol>	

## 7. ASSESSMENT METHODS AND CRITERIA.

The knowledge acquired during the course is verified by 4 components:

- Module 1: A short quiz on topics covered in Module 1 – passing threshold of 50%.
- Module 2: A short quiz on topics covered in Module 2 – passing threshold of 50%.
- Module 3: Preparation and delivery of presentations (team project work), and participation in post-presentation discussions – passing threshold of 50%.

- Active participation in minimum 50% of classes

In order to pass the course each module needs to be successfully completed. The overall grade is the mean of the individual module scores.

Evaluation criteria: language use (accuracy and range); pragmatic competence (idiomatic and functional expressions); presentation performance

**OBSERVATIONS.**

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS.

Bailey, S. 2011. *Academic Writing: A handbook for international students*. Routledge.

*English for Academic Purposes: Academic Writing* (<https://www.uefap.org/writing/>) (date of access: 03 Jul. 2024).

Hewings, Martin and Craig Thaine. 2013. *Cambridge Academic English*. Advanced. Cambridge: Cambridge University Press.

*Learn English*. (<https://learnenglish.britishcouncil.org/skills/listening/advanced-c1/a-project-management-meeting>) (date of access: 04 Apr. 2022).

Lundquist, Jennifer and Joya Misra. 2016. "Making Meetings Less Miserable", Inside Hirer Ed. (<https://www.insidehighered.com/advice/2016/04/14/tips-making-academic-meetings-valuable-and-productive-essay>) (date of access: 04 Apr. 2022).

McCarthy, Michael and Felicity O'Dell. 2013. *Academic Vocabulary in Use*. Cambridge: Cambridge University Press.

Oshima, A. and Hogue, A. 2006. *Writing Academic English*. White Plains: Pearson Education, Inc.

Powell, M. 2001. *Presenting in English*. Hove: Language Teaching Publications.

Szczuka-Dorna Liliana and Elżbieta Vendome. 2017. *Introduction to Interpersonal Communication*. Poznań: Publishing House of Poznan University of Technology.

Zagan, Ionel & Gaitan, Vasile. 2016. "Improving the Performance of CPU Architectures by Reducing the Operating System Overhead (Extended Version)". *Electrical, Control and Communication Engineering* 10, 1: 13–22.