



English for Career Development Syllabus

Fall 2021 – September 13 – December 27, 2021

INSTRUCTOR INFORMATION

Instructor

Jessamyn Embry

Email

elamooc@fhi360.org

COURSE OVERVIEW

Description

English for Career Development is designed for high-beginner to low-intermediate non-native English speakers. This course will guide you through the job application process while expanding your vocabulary and language skills at the same time. This course will also give you the opportunity to explore your global career path, while building your vocabulary and improving your language skills to achieve your professional goals. The first module in this course will introduce the U.S. job application process and provide strategies for identifying the jobs that match your interests and skills. Module 2 will take you through the steps necessary to produce a professional-looking resume. In Module 3, you will work to develop a clear and concise cover letter. Module 4 will focus on developing your networking. Module 5, the final unit of the course focuses on interview skills.

This course was developed by the University of Pennsylvania and adapted by FHI 360 for the Online Professional English Network (OPEN), sponsored by the U.S. Department of State.

Dates:

This course will be active from September 13 - December 27, 2021

The orientation module and Module 1 will open on September 13 at 12:01 AM ET. This orientation is designed to help you get familiar with Canvas and how to get help. It is not mandatory.

Once you finish a module, the next one will automatically unlock. All coursework must be completed by December 27, 2021. No late submissions will be accepted.

Learning Objectives and Learner Outcomes

By the end of this course, you will be able to:

- Compare and contrast the job search process in the United States and your home country.
- Describe your professional interests and talents and begin developing your professional profile.
- Produce your own 1-page resume which reflects your education, work experience, and skills.
- Produce your own cover letter and explain why you are the right person for the job.
- Describe yourself briefly in a networking elevator speech.

Prepare and answer an interview question briefly and clearly



Expectations and Grading

Course Schedule: This course runs from **September 13** to **December 27, 2021**. In order to complete the course, participants should work online and offline for 3-5 hours per module. This is a self-paced course and assignments can be completed at any time. This is a self-paced course and assignments can be completed at any time before the close date on **December 27, 2021**.

How to pass this course: There are five modules in the English for Career Development MOOC:

1. Entering the Job Market
2. Writing a Resume
3. Writing a Cover Letter
4. Developing Your Professional Network
5. Interviewing for a Job

Each module will have one or more quizzes. **Participants who satisfactorily complete all of the required quizzes with a score of 70% or above before the course close date will receive a digital badge and certificate of participation.**

Along with graded quizzes, each module also has other opportunities to check your understanding and practice your language skills. These activities are labeled “OPTIONAL” in the course. These tasks are not graded nor required.

Course Policies

Plagiarism

Plagiarism is using someone else’s words instead of your own. In this course, you are expected to use your own words and ideas, and to acknowledge any sources you use to gather ideas. Plagiarism is not allowed in OPEN courses.

COURSE SCHEDULE

Module	Topic	Learning Objectives	Resources	Activities and Assignments	Time Required
1	Entering the Job Market	Identify the steps in the job search process	Lesson 1: Job Search Overview Lesson 2: Identifying Your Interests and Skills Lesson 4: Choosing the Job that's the Best Fit for You Lesson 6: Understanding Job Descriptions: Reading a Job Advertisement	OPTIONAL Reading Practice: Set SMART Goals to Get Ahead in Your Career	90 minutes
		Define and accurately use content-related vocabulary in course activities.	Module 1 Key Vocabulary and Flashcard PDF	Quiz: Key Words in A Job Advertisement	30 minutes
		Identify word forms to expand your vocabulary	Lesson 3: Language Focus: Vocabulary and Word Forms Related to Jobs	Quiz: Things, Actions, and People	30 minutes
		Identify the simple present and present progressive when describing interests and skills.	Lesson 5: Language Focus: Verb Tenses (Simple Present vs. Present Progressive)	Quiz: Simple Present vs. Present Progressive	30 minutes
		Identify phrases for comparing and contrasting.	Lesson 7: Language Focus: Phrases to Compare Similarities Lesson 8: Language Focus: Phrases to Contrast Differences	OPTIONAL Discussion: Written comparison of the Job Search Process	60 minutes
2	Writing a Resume	Identify the steps necessary to produce a professional-looking American-style resume	Lesson 1: What is a Resume? Why Do You Need One? Lesson 2: Parts of a Resume Lesson 3: Writing a Resume, Part 1: Name and Contact Information Lesson 5: Writing a Resume, Part 2: Headline and Summary Lesson 6: Writing a Resume, Part 3: Work Experience Lesson 7: Writing a Resume, Part 4: Education Lesson 9: Writing a Resume, Part 5: Complete Your Resume	Quiz: Reasons for Writing a Resume Quiz: Parts of a Resume OPTIONAL Practice: Listing Experience in Reverse Chronological Order OPTIONAL: Writing Practice: Write Your Own 1-Page Resume	210 minutes

Module	Topic	Learning Objectives	Resources	Activities and Assignments	Time Required
		Identify and practice using action verbs	Lesson 8: Language Focus: Action Verbs	Quiz: Using Action Verbs	30 minutes
		Identify key words in a resume	Lesson 4: Language Focus: Key Words	OPTIONAL: Resume Reflection and Help	60 minutes
3	Writing a Cover Letter	Identify the structures and format of cover letters and standard business letters.	Lesson 1: What is a Cover Letter? Lesson 2: Professional Writing: Letter Format Lesson 3: Cover Letter Paragraph 1: Introducing Yourself Lesson 4: Cover Letter Paragraph 2: Highlighting Your Skills in the Cover Letter Lesson 5: Cover Letter Paragraph 3: Closing Lesson 7: Professional Writing: Level of Formality	Quiz: Match the Job Description with the Skills OPTIONAL Reading Practice: How Do I Write a Cover Letter OPTIONAL Discussion: Write Your Own Cover Letter	180 minutes
		Identify new fundamental vocabulary, and practice using that new vocabulary in course activities	Module 3 Key Vocabulary and Flashcards	Quiz: Vocabulary Check: Letter Format	30 minutes
		Identify and practice using past tense and present perfect verbs, sentence structure with time words, and controlling tone with modal verbs.	Lesson 6: Language Focus: Present Perfect vs. Past Tense Lesson 8: Language Focus: Using Modal Verbs to Write Politely	Quiz: Grammar Review: Present Perfect vs. Past Simple Quiz: Direct or Polite Language	60 minutes
4	Developing Your Professional Network	Recognize and use the language of networking and small talk	Lesson 1: What is Networking? Lesson 2: Making Small Talk Lesson 3: Networking Elevator Speech – What to Say When Networking	OPTIONAL Reading Practice: Networking During the Job Search Quiz: Choose the Conversation with Appropriate Topics	90 minutes
		Identify new fundamental vocabulary, and practice using that new vocabulary in course activities	Module 4 Key Vocabulary and Flashcards	Quiz: Networking Vocabulary Matching	40 minutes

Module	Topic	Learning Objectives	Resources	Activities and Assignments	Time Required
		Identify and practice using stress, rhythm, and intonation to show meaning and emphasis as you deliver a brief networking elevator speech.	Lesson 4: Language Focus: Networking Elevator Speech Delivery Lesson 5: Preparing a Networking Elevator Speech	OPTIONAL Discussion: Write a Networking Elevator Speech	75 minutes
5	Interviewing for a Job	Distinguish different types of questions used in job interviews.	Lesson 1: Overview of the Job Interview Module 5 Key Vocabulary and Flashcards	Quiz: Interview Jeopardy OPTIONAL Reading Practice: Interview Tips OPTIONAL Listening / Reading Practice: Five Illegal Questions in the U.S.	105 minutes
		Prepare and answer an interview question briefly and clearly	Lesson 2: Answering Typical Interview Questions Lesson 3: Language Focus: Asking for Clarification in an Interview Lesson 4 Sample Video Do's and Don'ts (Part 1) Lesson 4 Sample Video Do's and Don'ts (Part 2)	Quiz: Matching Answers to Questions OPTIONAL Discussion: Open Response to an Interview Question	120 minutes