

English for Administrative Staff

Annual Program 2024/2025



This is an annual program starting on Thursday, October 17th. Participants are welcome to register for the whole program as well as select individual modules.

All of the modules are open to academic and non-academic staff. Upon fulfilment of the English course requirement, participants are awarded an International Certificate - Cross-Cultural Competence in Administration certificate. The requirements can be fulfilled step by step in a cumulative way and over several years.

Time: 9h00-10h00 on Thursday

Course format: digital via Webex and Moodle

Enrollment: <https://u-si.de/gUqAP>

Further information available at the link below:

www.uni-siegen.de/sprachenzentrum



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Time: 09h00-10h00	Topic
Module 1, KW 42, 43, 45 & 46 October 17th - November 14th Delivered by Edwin Shillington	Describing what you do This module will enable participants to improve their fluency and build vocabulary for describing their professional roles and duties at the university. Participants will practise speaking about their current role, experience within the field, and professional development and training they have completed or will complete in future. This module therefore includes a tense review to enable participants to speak about the past, present and future.
Module 2, KW 47-50 November 21st – December 12th Delivered by Edwin Shillington	Giving professional and academic advice This module will focus on giving and following advice within different professional and academic contexts. Participants will practise advising staff on topics such as achieving a healthy work-life balance, improving physical well-being, and reconciling family and career. Participants will also practise advising students on solutions for common study-related issues. This module includes a grammatical focus on the use of modal verbs for giving recommendations and expressing obligation.
Module 3, KW 2-5 January 9th - January 30th Delivered by Edwin Shillington	Asking and informing This module will focus on the language required to effectively ask and answer questions from different academic stakeholders in a range of contexts. Examples will include meetings, conferences, and presentations. Participants will re-visit the tenses from Module 1 and practise applying them in a range of question forms, for example, yes/no questions and wh-questions. Question tags will also be covered in this module.
Module 4, KW 10-13 March 6th – March 27th Delivered by Melanie Ryan	Writing emails and making phone calls This module will focus on the language used in formal and less formal emails and phone calls. Participants will practise writing emails and making phone calls within the university context, concentrating on conversations with international students and staff. Examples will include replying to inquiries about matters related to examination regulations, module descriptions, work contracts and other HR-related topics. This module includes a grammatical focus on tentative language, for example, the use of modal verbs to express politeness.
Module 5, KW 16,17, 19 & 20 April 17th – May 15th Delivered by Melanie Ryan	Communicating with visiting scholars / international staff and international students Participants will practise communicating with visiting scholars / international staff and international students. Possible topics may include providing information about: the University of Siegen as a workplace (helping international staff with HR-related matters), documents that need to be filled in by visitors, public and private transport options, useful information about Siegen (shopping centres, entertainment, etc.), welcome services for visiting scholars, accommodation, residence registration (Anmeldung), residence permits (Aufenthaltstitel), health insurance, opening a bank account and language courses at the University. Small talk, an important aspect of communication with new colleagues, will also be covered. Participants will also practise discussing and explaining the degree application process, examinations, certification, leave of absence and re-registration. This module will provide participants with further practice of the language and structures introduced on modules 1-4, but it can also be taken independently of those modules.
Module 6, KW 21, 23, 24 & 26 May 22nd – June 26th Delivered by Edwin Shillington	In the office This module will enable participants to improve their fluency and build vocabulary for describing a typical office day and processes within their university department. Participants will also practise giving instructions and delegating tasks to their colleagues. The language focus of this module is on prepositional grammar: verb patterns with prepositions, dependent prepositions and prepositions of time and place will be covered.