

MODULE DESCRIPTORS FOR PRE-MBA/MASTERS COURSE

Assignment / Dissertation Writing Skills [Academic Writing 3]

This module is designed to raise your writing to the level required for an international standard Masters course. It will focus on improvement in the following areas:

- Planning and organizing extended pieces of writing
- Incorporating research data
- Referencing and compiling a bibliography
- Academic discourse (striking the right tone)
- Expanding lexical range
- Grammatical accuracy and sentence structure
- Self-editing

The main aim of the course is to teach you strategies for self-improvement that you can apply to any high level writing task in an academic context. It will use real tasks and comprehensive feedback from the tutor will be given to each individual.

Academic Presentation & Seminar Skills [Academic Communication Skills 3]

In this module you will learn how to present academic content to groups in a small to medium size seminar group setting. You will also learn how to make the most of seminars by asking the right questions, planning your contributions and listening to others. The module will focus on:

- Pronunciation and intonation for clarity and emphasis
- Academic discourse
- Selecting and presenting data
- Listening and note-taking skills
- The dynamics of group discourse
- Cross-cultural differences in spoken academic discourse and group interaction

The aim of the module is to give you a safe place to experiment with group discourse and improve your own communication skills while learning how to make the most of seminars- both through your own contributions and by listening to and evaluating the contributions of others.

Introduction to Research Methods

The aim of this module is to give you a basic overview of commonly used research methods both for conducting your own information searches and also for designing small research projects. There are two main parts:

- Online research:** this shows you how to find information you need from publicly available sources, how to evaluate and select data found online, how to use search engines effectively and how to attribute your sources. It will help you to avoid the common problems of plagiarism and second hand information while maximizing your search time .
- Doing your research project:** this will introduce you to the main types of research method you would be likely to use for your own project. The course will look at examples of both quantitative and qualitative research methods, which methods best suit what kinds of project, and there will be tasks involving the use of these methods.

CV Writing and Interview Skills (includes Personal Statement Writing)

This module focuses on ways of presenting yourself, whether it is for a higher education course, a job or a promotion. There are three task areas:

- **CV Writing:** looks at content, format, selection of relevant information, references etc. It helps you to build a CV template that you can adapt to different situations and focuses on creating an **appropriate** CV each time.
- **Interview Skills:** this will help you to respond better and in a more natural way to interview situations. It will help you to improve your overall communication skills- including also body language and intonation, and awareness of the interviewer.
- **Personal Statement Writing:** this is a short, practical guide to presenting yourself on paper for the purpose of applying for a university place or scholarship, covering content, format, selection of relevant information, cohesion and coherence and cross-cultural factors affecting the reader's impression of you.

Business Communication Skills

This module is designed to rapidly increase the competence and confidence of participants in using English in business situations. The module concentrates on specific business interactions and allows the participants to practice communicating in realistic business situations.

The module focuses on:

- Face to Face Communication with visitors and clients
- Telephone Communication
- Participating in Meetings
- Pronunciation and Fluency

Modules from the Bell ILEC (International Legal Certificate)

Company Law 1: company formation and management

This module begins with the documentation and procedures associated with setting up various types of companies and covers the five most important types of company in the USA and UK. Details may vary from country to country but the general picture is sufficiently similar to these examples to allow comparisons. Students will acquire the language to explain to clients the situation in their own countries, and to compare this with the situation in other countries.

Intellectual Property 1:

Globalisation is rapidly leading to the harmonisation of IP regulations around the world. This module introduces the three main areas of IP: copyright, trade marks and patents and looks at the language used when describing the generation, protection and infringement of Intellectual Property Rights.

Modules from the Bell ICFE (International Certificate in Financial English)

Financial Reporting

Financial reports provide information about the financial position, the changes in this position, and the performance of a business. Reports are used for different purposes by a wide range of users in making economic decisions and should be understandable, relevant, reliable and comparable. The correct use of language is important in meeting those requirements and in avoiding ambiguity.

International Trade

This module looks at the language of international trade – goods and services, exporting and importing, trade statistics, and international agreements.

Modules from the Bell English for Nursing

The hospital and the people who work in it

This module looks at the various teams which work in a busy hospital – doctors, nurses, allied health care professionals, technicians, administrators, receptionists and ancillary staff. Each team has its own hierarchy, with different job roles, different specialist vocabularies and with different interactions with nursing staff.

Communicating with patients

Patients may use English to describe their problems or their symptoms, their history of health problems or their current medication. Patients who cannot communicate their needs to hospital staff are at a distinct disadvantage and often take longer to recover. This module looks at the skills, vocabulary, idioms and common expressions that are needed for communicating with patients successfully.

Modules from The Bell English for Hotels & Tourist Industries

The hotel and the people who work in it

This module covers the interactions between staff in different departments with guests with colleagues in both formal and informal situations

Front Office Operations

This module aims to improve the ability of Front Office employees (drivers, bell people, guest services agents and concierge desk, as well as supervisors and department managers) to communicate in English appropriately with guests and clients in both formal and informal situations.