

# Academic Communication 1 - Kursbeschreibung

Niveau laut Europäischem Referenzrahmen des Europarats: **ab B2**

Nötige Vorkenntnisse: Englisch Mittelstufe 2 (B1/2. Phase) (siehe entsprechende Kursbeschreibungen)

UNIVERSITÄT GRAZ

treffpunkt sprachen - Zentrum für  
Sprache, Plurilingualismus und Fachdidaktik



Kommunikationssituationen	Vokabular	Grammatik
<p><b>Administrative communication</b></p> <ul style="list-style-type: none"><li>Levels of formality in speech and writing</li><li>English vs. Globish</li><li>Written communication: email, memo, report, application</li><li>Oral communication: meetings, phone calls, interviews</li><li>Communicating in difficult situations: dealing with conflict in an academic context</li></ul> <p><b>Oral research presentations</b></p> <p>Planning:</p> <ul style="list-style-type: none"><li>Effective note taking, citations</li><li>Reading and summarizing academic texts</li><li>Developing a proposal/abstract</li><li>Organizational strategies</li></ul> <p>Presenting:</p> <ul style="list-style-type: none"><li>Strategies for effective presentation</li><li>Speaking clearly; addressing pronunciation issues</li><li>Introduction, conclusion</li><li>Visual aids</li><li>Question and Answer sessions</li></ul> <p><b>Using AI in academic settings</b></p> <ul style="list-style-type: none"><li>Ethics</li><li>What can AI do for you?</li><li>Limits of AI</li></ul>	<ul style="list-style-type: none"><li>Vocabulary for an academic context and academic register</li><li>Vocabulary of argument: linking words, words of addition, words of contraction</li><li>Presentation vocabulary: introductions, transitions, describing visual aids, questions and answers</li><li>Learning Academic vocabulary: prefixes and suffixes; idioms and abstract terms</li></ul>	<ul style="list-style-type: none"><li>Review of tenses particularly suitable for academic presentations</li><li>Passive vs. active voice</li><li>Making hypotheses</li><li>Asking and answering questions in all tenses</li><li>Modal Verbs</li><li>Avoiding grammar mistakes commonly made by non-native speakers of English</li><li>Dealing with problems as they arise</li></ul>