

Information on English for Science and Technology (EST) training for the 1st year PhD students enrolling in the academic year 2017/2018

English for doctoral students I

Within the semester the PhD candidate elaborates and submits his/her personal portfolio comprising a CV in Europass format, cover letter; s/he reads 80-100 pages of professional text in his/her field in target language, elaborates a glossary to the text processed, translates 5 pages of a selected text into Slovak language as the basis for his/her scientific paper and translates a selected text into English language. The student is assessed according to the STU Code of Studies.

The PhD graduates' profile includes also their language competence. They are required to communicate professionally in their scientific field as well as they are required to have an adequate general language competence as they will operate in multicultural environment, cooperate with international research institutions and present the results of their own research at domestic and international conferences.

Contents:

1. Introduction to research databases access.
2. Study at STU (forms, structure, mission,...).
3. Slovak University of Technology (history, study system, terminology).
4. Faculty of Materials Science and Technology (study programmes, forms of study, institutes, departments).
5. Negotiations. Ethics and etiquette of professional environment.
6. Reading a scientific text (skimming, scanning).
7. Reading a scientific text (reading for gist, note taking).
8. Reading comprehension skills:
 - word/text analysis - estimation, translation,
 - note taking (linear, diagrams, mind maps),
 - utilization of abbreviations, symbols.
9. Strategy of translating a scientific text. Working with dictionaries.
 - translating a scientific text using dictionaries.
10. Elaborating a structured CV - Europass.
 - graphical processing of information.
11. Cover letter (applying for job, scholarship, grant).
12. Preparation for a job interview.
13. Outputs. Evaluation.

English for doctoral students II

Within the semester the PhD. candidates prepare the materials for their scientific papers - layout, annotation, abstract and elaborate the papers related to their dissertation research. They also prepare presentation (in PowerPoint, pdf, Prezi), scientific poster related to the paper as well as an oral presentation to the outputs. Each of the outputs (scientific poster,

scientific paper and presentation) shall describe the PhD. candidates' research (current one, or its part or an experiment), their PhD. research aim, methods, own contribution, innovations, original ideas or activities in the field or teaching process. The outputs shall present more than the compilation of elsewhere published material. The student is assessed according to the STU Code of Studies.

The PhD. candidate profile includes his/her language competence. S/he is required to communicate efficiently in his/her study programme as well as s/he is supposed to have general language knowledge as they will operate in a multicultural environment, cooperate with international research institutions and present own results at domestic and foreign conferences.

Contents:

1. Introduction, revision.
2. Writing a scientific paper - basic information on academic/professional writing.
3. Writing an abstract, annotation, short paper (description of an experiment, project).
4. Using graphs, schemes, figures, abbreviation in the text.
5. Preparation of a scientific poster,
6. Presentation of a scientific poster.
7. Presentation (contents, format).
8. presentation techniques, language.
9. Partial outputs and feedback.
10. Partial outputs and feedback.
11. Communication via e-media (telephoning, mails, Internet).
12. Communication in a multicultural environment.
13. Outputs. Evaluation

English for doctoral students III

The PhD candidate will study specific language means and train specific speaking skills essential for the development of communication, cultural and social skills within the preparation of an international scientific event.

PhD candidates profile comprise their language competence. They are required to communicate professionally in their scientific field as well as appropriately communicate in General English as the PhD graduate will operate in a multicultural environment, cooperate with international research institutions and present own research results at domestic and international conferences.

Contents:

1. Introduction to intercultural communication in English. Intercultural specifications.
2. Culture of working environment. Political correctness.
3. Professional ethics and (n)ethiquette in multicultural environment.
4. Essential office documentation - reports, minutes, invitations, memos.
5. Organization and chairing a formal meeting. Office agenda.
6. Negotiations. Small talk. Suggestions. Agreement/disagreement. Chairing a guided

discussion.

7. Preparation of contributions (paper, poster, presentation) for an international event. Training the language of the scientific style.
8. Chairing a section at an international conference.
9. Case studies according to supervisors' requirements.
10. Case studies according to supervisors' requirements.
11. Preparation of a scientific event (seminar, workshop)- by students.
12. Simulation of a scientific event (seminar, workshop) - by students

References:

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HUBA, M. -- BISTÁK, P. -- KOMÁRIK, E. -- MIRONOVÁ, E. -- ROVANOVÁ, Ľ. -- ŽÁKOVÁ, K. -- BIELIKOVÁ, M. *Tímová práca*. Bratislava : STU v Bratislave, 2004. 136 s. ISBN 80-227-2119-0.

JONES, L. -- ALEXANDER, R. *New International Business English: Updated Edition. Communication skills in English for business purposes. Student's Book*. Cambridge : Cambridge University Press, 2002. 176 p. ISBN 0-521-77472-1.