

# English soft skills workshops

**Lecturer: Richard Nicholas**

## Language

English

## Course description and objectives

Using your soft skills in your native language is not easy. Using them in and adapting them to another language is even harder. Bocconi English Soft Skills Workshops aim to help you improve your ability to use your soft skills in English.

In the Workshops you will work on:

- Expanding your professional vocabulary
- Increasing your listening comprehension
- Improving your speaking
- Making your point more effectively

## Audience

The course is open to students enrolled in Bocconi degree programs (Bachelor, Master of Science, Integrated Master of Arts in law) and University Master students.

## Prerequisites

To follow the course proficiently students should possess at least a B2 level of English.

## Duration

12 hours

## Teaching mode

This course will be only taught in person. Online mode will not be provided.

## Calendar

Lecture	Date	Time	Room
1	Sat 13/04/2024	9.30 – 11.00	2 (Sarfatti)
2	Sat 13/04/2024	11.15 – 12.45	2 (Sarfatti)
3	Sat 20/04/2024	9.30 – 11.00	2 (Sarfatti)
4	Sat 20/04/2024	11.15 – 12.45	2 (Sarfatti)
5	Sat 04/05/2024	9.30 – 11.00	2 (Sarfatti)
6	Sat 04/05/2024	11.15 – 12.45	2 (Sarfatti)

## Syllabus of the course

### Lecture Topics

#### 1 Persuading in English

Persuading people is a fundamental part of professional life. You need to create a convincing argument and present it clearly.

The first part of the workshop will look at how to build and structure an argument. It will also look at how you can present your ideas more confidently.

In the second part of the workshop, you will deliver a persuasive argument and give feedback on the arguments of the other participants

#### 2 Negotiating in English

To negotiate successfully, you need to express your position clearly and truly understand the position of your counterpart.

The first part of the workshop will give you language you need to navigate negotiations.

In the second part of the workshop, you will use your English-language skills to take part in a negotiation.

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### 3 Writing Short in English

If you want to communicate effectively in business, you need the ability to communicate your message clearly and concisely.

The first part of workshop will focus on the mechanics of effective communication: choosing strong, clear vocabulary, and structuring your sentences to highlight your points.

In the second part of the workshop, you will apply these mechanics to constructing messages and responses

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### 4 Getting the Internship in English

Employers who need people with English-language skills are more concerned with how you perform in English.

The first part of the workshop will focus on how you can use your English to structure a compelling cover letter.

In the second part of the workshop, you will use your English-language skills to construct an effective cover letter for a particular job.

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### 5 Team Work in English

Business communications is more than expressing your ideas clearly. It is also building relationships and understanding others.

The first part of the workshop will give you techniques for improving your comprehension and look at how you can better use your active listening skills in English.

In the second part of the workshop, you will use your English-language skills to work with a group to find a solution to a problem.

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### 6 Giving Presentations in English

From giving TED talks to standing up in a meeting, presenting your ideas is a fact of professional life.

The first part of the workshop will look at how to structure your presentations for maximum effect.

In the second part of the workshop, you will give a brief presentation, and give feedback on the presentations of the other participants.

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## Suggested bibliography

All materials will be provided by the teacher.

## Available seats

This activity is limited to **110** participants. Registrations cannot be carried out once this number has been reached or after closing of the registration period.

