

Course aims

Developing English language strategies, writing strategies and learning strategies that students need to study successfully at university level.

Contents

1. Tips on studying a foreign language
2. Plain English
3. Formal letter
4. Report
5. CV Writing
6. How to write a technical document?
7. Taking lecture notes
8. Note making
9. Reasons for giving lectures
10. Reasons against giving lectures
11. Time management
12. Approaches to the management of service quality
13. Speeches given by students