**Course-specific competences**

Course code: TKV18EN01

Course name: English for Working Life

**Competences** **Criteria for Assessment**

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|  | 1 | 3 | 5 |
| Competence 1:  The Styles of English | KNOWLEDGE  Being able to identify the different styles of English, their characteristics and usage. | AWARENESS  Being able to create documents using the different styles of English, according to their characteristics and terms of usage. | SKILL  Being able to implement and critically reflect the gained knowledge of the different styles of English, their characteristics and usage and communicate successfully within the framework. |
| Competence 2:  Documents in engineering  and in Working Life | Creating templates of working-life and business related documents in English. | Creating personalized and up-to-date documents in engineering and working life. | Being able to apply, implement and critically reflect the gained knowledge of the concept of working life and engineering related documents. |
| Competence 3:  Job-seeking process | Identifying the processes of applying for a job, attending a job interview and the skills needed in English. | Being able to attend and manage the processes of applying for a job, attending a job interview and the skills needed in English. | Being able to apply, implement and critically reflect the gained knowledge of the processes of applying for a job, attending a job interview and further skills needed in English. |
| Competence 4:  Meetings and negotiations | Being able to define the elements of meetings and negotiation stages in English. | Being able to attend and manage meeting and negotiations in English. | Being able to apply, implement and critically reflect the gained knowledge of managing meetings and negotiations in English. |
| Competence 5:  Presenting as a professional | Being able to deliver an oral presentation on a subject within engineering or working life in general. | Being able to deliver an oral presentation on a subject within engineering or working life in general according to the principles of a constructed and professional presentation. | Being able to successfully deliver an oral presentation on a specific subject within engineering or working life according to the principles of a constructed and professional presentation using the rhetorical and linguistic tools introduced in the course. |