



Module Structure

Module Title : Professional English I

Module Code : HTEN111

Programme of Study/Year of Study : Hospitality and Tourism Management/Year 1

Group : HTMLI

Semester : Fall

Number of Hours Taught : 2 per week

ECTS : 2

Instructor: Valerie Michaels Mavratsas

Office Hours: Tuesdays: 11:30 – 12:30

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Module Rationale

This module, as all language modules, is aligned with the Common European Framework of References (CEFR) for Languages. The course intends to further extend the basic language skills focusing on communication in the hospitality and tourism industry. By the end of the semester, students are expected to have gone half way through the B1 Level.

Aims

This is the first course in a sequential series, and it provides students with basic language skills of listening, speaking, reading and writing in English, with an emphasis on practical vocabulary and professional situations.

Intended Learning Outcomes

By the end of the semester, students are expected to be close at functioning close to B1 + Level of the Common European Framework of Reference for Language. Upon successful completion of the module, students will be able to use the English language to:

- write emails
- write informal letters
- report statements and questions
- write articles
- write reports
- complete a register
- take bookings
- deal with complaints

Delivery Methods:



Role-play, group discussion, reading and listening comprehension exercises, writing.

Assessment:

➤ Coursework	10%
➤ Quizzes	20%
➤ Mid-Term Exam	30%
➤ Final Exam	40%

Module Requirements

Refer to the student's manual for the module requirements.

Module Plan and Content

Week	Dates	Topics to be Covered	Reference Chapter / Material
1.	02/10-05/10	Present Simple Present Continuous	Connect B1, Unit 1
2.	08/10-12/10	Expressions: make, do informal emails	Connect B1, Unit 1
3.	15/10-19/10	Informal letters Adverbs of frequency	Connect B1, Unit 1 English for International Tourism, Unit 1
4.	22/10-26/10	Past Simple Past Continuous	Connect B1, Unit 2
5.	29/10-02/11	Used to/would Taking bookings	Connect B1, Unit 2 English for International Tourism, Unit 2
6.	05/11-09/11	Phrasal verbs (put, take) Dealing with telephone enquiries	Connect B1, Unit 2 English for International Tourism, Unit 2
7.	12/11-16/11	Present Perfect	Connect B1, Unit 3
8.	19/11-23/11	Mid-term exam	
9.	26/11-30/11	Present Perfect Continuous	Connect B1, Unit 3
10.	03/12-07/12	Film reviews Countable/Uncountable nouns	Connect B1, Unit 4
11.	10/12-14/12	Past Perfect Past Perfect Continuous	Connect B1, Unit 4
12.	17/12-21/12	Informal Letters	Connect B1, Unit 4
13.	07/01-11/01	Describing food Dealing with complaints	English for International Tourism, Unit 3

Essential Reading

- Burlington *Connect B1*: Megan Blair and Kevin McCormick, 2009, Burlington books ISBN



9789963487646

- *English for International Tourism – Pre-Intermediate*: Iwonna Dubicka and Margaret O' Keeffe, Pearson Longman Limited ISBN 0-582-479886

Additional Reading

- **Hand-outs**
- **Newspaper and Magazine Clips**



