

AI-Assisted English Proficiency for University Administrators

17-21 October 2025

Classes will be held between 09.00-13.00

- **Duration:** 20 contact hours (5 days × 4 hours) Initial level of English: B1 level or higher

Course Objectives:

- Write clear, professional English emails, reports, proposals, and promotional texts with AI support
- Speak confidently in meetings, presentations, networking, and challenging conversations
- Use AI tools (like ChatGPT, QuillBot, or DeepL Write) to draft, correct, rephrase, and practice English for real tasks
- Represent your HEI effectively in English, both spoken and written

Materials:

- Course workbook (key phrases, frameworks, examples)
- Audio/video examples of effective workplace English

Session 1: Confident English Emails and Everyday Conversations

- Needs for English at work
- How AI can support workplace English
- AI tools and how they help
- Theory behind writing a professional email (requests, responses, updates)
- Practice: Using ChatGPT to draft, polish, or clarify emails
- Using ChatGPT to generate conversation prompts and suggested replies
- Handling short conversations (greetings, clarifications, small talk)
- Talking with colleagues/students in day-to-day contexts
- Common work dialogues + ways to receive AI feedback

Session 2: Reports, Proposals, and Policy Communication

- Structuring clear reports & proposals
- Using ChatGPT to outline, expand, and simplify complex ideas; using QuillBot to rephrase sections for clarity
- Drafting sections of a proposal or internal report
- Using ChatGPT to create scripts for explaining processes; DeepL Write to check grammar and tone
- Explaining policies & procedures in simple, professional English
- Addressing complaints or difficult requests politely

Session 3: Meetings and Presentations

- Participating in meetings — agreeing, disagreeing, clarifying points
- Using ChatGPT to generate phrase banks, sentence starters, and alternative ways of expressing agreement/disagreement
- Online and in-person meeting simulations with peer and instructor feedback
- Using ChatGPT to co-create slide outlines & speaker notes; QuillBot to improve slide text for clarity
- Structuring and delivering short talks (about the department/services)
- Giving 3–5 minute mini-presentations + self assessment

Session 4: Promotion, Networking, and International Representation

- Using ChatGPT to generate or improve marketing texts; DeepL Write to polish grammar and professional tone
- Creating website/promotional content for HEI departments
- Drafting short website or brochure texts
- Introducing yourself/your team in networking or international events
- Using ChatGPT to refine pitches for tone & fluency
- Elevator pitches for services, funding needs, or personal skills

Session 5: Summarizing, Translating, and Real-Life Simulations

- Using ChatGPT to summarize long texts; using QuillBot to rewrite internal notes in simpler language; using DeepL Write to ensure correct grammar
- Summarizing meetings and updates
- Transforming detailed minutes into short executive summaries
- Responding to a complaint
- Introducing policies to international visitors
- Promoting the HEI at a virtual fair
- Pitching a department's funding needs
- Final reflection