

# WP7- Connecting Campuses and Communities through Language and Culture

Programme information:  
Module 1 in Professional English

Task lead: Dr. Angela Farrell and  
Paloma Valencia, University of Limerick

Starting Date: Monday 16<sup>th</sup> of February  
2026



# 1 – PROGRAMME DETAILS FOR MODULE 1 IN PROFESSIONAL ENGLISH

## General Information

- Dates: from 16<sup>th</sup> of February to 23<sup>rd</sup> of April 2026
- Programme Title: Module 1 in Professional English
- Short Description: 8-week module in Professional English for university staff with administration duties
- Type of Online Dissemination: Synchronous online classes

## Target Groups

- Administrative staff
- Language teachers as observers, for capacity-building

## Online Event Information

- Streaming Link: Recurrent Teams links for each of the 4 groups
  - [Link for Group A – Mondays](#)
  - [Link for Group B – Tuesdays](#)
  - [Link for Group C – Wednesdays](#)
  - [Link for Group D - Thursdays](#)
- Platform: Teams

## Registration

- Required: Yes
- Registration by circulation of a sign-up form to institution coordinators
- Deadline: 1st December 2025

## Recording & Archive Information

- The classes will be recorded
- Classes will be available on the Teams site
- Access conditions: restricted to registered participants.

## Language Used

- Language(s) of instruction: English
- Language(s) of materials: English
- Subtitles / captions available for recorded materials: Yes

## **Task Lead Contacts**

- Task Lead: Dr. Angela Farrel, University of Limerick
- Task Co-Lead: Ana Montoya Reyes, Universidade da Coruña
- Teacher: Paloma Valencia, University of Limerick

## **2. COURSE DESCRIPTOR FOR PARTICIPANTS**

### **Module / Session Titles:** Module 1 in Professional English

- Session 1: Communication Protocols 1: Email Communication and Scheduling
- Session 2: Scheduling and Managing Online Meetings
- Session 3: Shared Documents: Collaboration and Management
- Session 4: Project Management and Tools
- Session 5: Presenting and Reporting Information
- Session 6: Communication Protocols 2: Online Platforms
- Session 7: Managing Forms and Surveys
- Session 8: Recap and Final Quiz

**Number of hours:** 2 hours per week of synchronous classes for 8 weeks – 16 hours in total

**Learning Objectives:** By the end of the module, it is expected that participants will be able to:

- Engage effectively in administrative tasks through the medium of English.
- Enhance accuracy and fluency in English in areas including grammar, vocabulary, pronunciation and discourse.
- Write clear and professional emails using appropriate tone and structure.
- Participate effectively and appropriately in online meetings through the medium of English.
- Coordinate schedules and meetings using digital calendar tools.
- Collaborate on documents and projects using cloud-based tools.
- Manage tasks and deadlines using digital project management tools.
- Interpret and report data using visual tools.
- Communicate internally using chat platforms with appropriate tone.
- Design and analyse surveys using online form tools.
- Leverage AI tools for drafting, summarizing, and analysing content.

**Assessment:** Quiz at the end of the module

**Certificate of attendance:** yes