

Staff Courses starting September 2013 (26-hr modules, level B2-C1 (CEFR))

Scientific Presentation Skills for Researchers

- o Järjestäjät: Extension School, Languages and Communication
- o Teemat: Staff training
- o Laajuus: 1op → 26 hr workload
- o Kohderyhmä: Staff of the University of Oulu who are currently preparing a conference presentation
- o Ajankohta: 4.9 and 11.9: 8.30-11; 25.9 and 2.10: 8.30-12
- o Sisältö: The course deals with the content and delivery of a conference presentation.
LEARNING OUTCOMES: By the end of the course, participants will be able to
 - prepare a professional slideshow for a scientific presentation
 - deliver an effective oral scientific presentation.
- o Valintakriteerit: ---
- o Paikka/sali/osoite: **to be announced**
- o Vastuuhenkilö: Heather Kannasmaa
- o Toteutustapa: Mainly contact teaching; also individual preparation for own presentation
- o Kouluttaja: Heather Kannasmaa and Suzy McAnsh
- o Maksut: No fee is charged
- o Ilmoittautumiset: Registration at the staff portal (login required): <https://tammi.oulu.fi/pls/hepo/>
- o Viimeinen ilmoittautumispäivämäärä: **29.8**
- o Osallistujamäärä : max 15
- o Saavatko opiskelijat osallistua koulutukseen: No
- o Lisätietoja: Participants are required to give their own presentation **at either the 25.9 or 2.10 session**. Attendance is compulsory at the first two sessions of the course and at least one of the two presentation sessions.

Written Communication in English for Administration and Service Staff

- o Järjestäjät: Extension School, Languages and Communication
- o Teemat: Staff training
- o Laajuus: 1op → 26 hr workload
- o Kohderyhmä: University administration and service staff who need to write bulletins, translate short documents, write emails, prepare handouts, information leaflets or other materials in English
- o Ajankohta: 4.9, 18.9 and 2.10: 14-16
- o Sisältö: The course provides support in writing materials to support study at the university, and introduces a range of useful "tools" available to writers.
LEARNING OUTCOMES: By the end of the course, participants will be able to
 - communicate the intended message clearly and following appropriate conventions
 - overcome their own most prevalent grammar mistakes
 - make use of tools available for preparing resources for writing in English.
- o Valintakriteerit: ---
- o Paikka/sali/osoite: **to be announced**
- o Vastuuhenkilö: Suzy McAnsh
- o Toteutustapa: Multi-modal teaching: 3 x 2 hr lecture-workshops, independent work, peer feedback
- o Kouluttaja: Suzy McAnsh
- o Maksut: No fee is charged
- o Ilmoittautumiset: Registration at the staff portal (login required): <https://tammi.oulu.fi/pls/hepo/>
- o Viimeinen ilmoittautumispäivämäärä: **29.8**
- o Osallistujamäärä : max 16
- o Saavatko opiskelijat osallistua koulutukseen: No
- O Lisätietoja: Participants will be required to work on (produce or revise) three texts in English (for example, handout, assignment, a set of instructions, web pages, information leaflet). Please bring TWO of your texts to the first lesson!!!