SELC
Language College

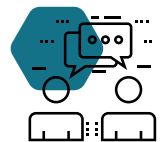# IT English

ESL Elective

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Your Shortcut to Success!

The IT English course equips students with essential language and communication skills for the fast-paced IT industry. It covers technical writing, email etiquette, verbal communication, and industry-specific terminology, focusing on real-world applications.

Learning Objectives

IT Terminology

Verbal Communication

Technical Writing

Advanced Vocabulary

Collaboration Tools

Final Project

Course **Outline**

The IT English course teaches essential language skills for the IT industry, covering terminology, technical writing, email etiquette, and communication in meetings. Students will also learn advanced IT vocabulary and use collaboration tools like Slack and Jira. Through practical activities, they will refine their skills in documentation, emails, and project presentations, preparing them for real-world IT challenges.

*The content details are subject to change without prior notice.

Week 1
Fundamentals of IT English

◦ Introduction to IT Terminology and grammar
◦ Professional introductions in IT roles
◦ Activities: Matching terms, writing introductions, role-playing

Week 2
Technical Writing and Correspondence

◦ Writing IT documentation and emails
◦ Formatting documents for clarity
◦ Activities: Analyzing manuals, writing guides, drafting emails

Week 3
Verbal Communication in IT Settings

◦ Effective communication in meetings
◦ Explaining IT concepts to non-technical audiences
◦ Activities: Mock meetings, explaining concepts, communication critique

Week 4
Advanced Topics and Final Assessment

◦ Advanced IT vocabulary and collaboration tools
◦ Final project presentation
◦ Activities: Creating a glossary, project simulation, Q&A session