



Online Language Course
English for Ecology and
Sustainability
2026



CRES-Network

DAAD-Project, 2025-2029

COURSE DESCRIPTION

Course Title: English for Administration and Educators

Goal: The course *English for Administration and Educators* is designed to strengthen English language competencies of administrative and academic personnel at the partner universities in Ukraine. The program is focused on developing linguistic and communicative skills necessary to operate effectively in international contexts. Participants will consolidate their knowledge of grammar, expand their professional vocabulary, enhance reading, speaking and comprehension strategies to contribute to international student support, administrative initiatives and international cooperation.

Target Group

Administrative staff from Kharkiv National Automobile and Highway University, Sumy State University, Admiral Makarov National University of Shipbuilding, and Kherson State Agrarian and Economic University.

Course length and structure

The course encompasses 135 academic hours, divided into four progressive parts. The English language course is structured to begin at an elementary level and progressively increase in complexity. The course will be delivered through weekly online sessions lasting minimum 2 hours each. Participants are also expected to dedicate additional time to independent study to solidify their learning (270 academic hours).

Teaching Format

Synchronous online format (class times will be arranged additionally).

Certificate:

Upon successful completion of all course components and the final exam, participants will receive an internal project certificate from Dresden University of Technology equivalent to 13,5 ECTS credits. Depending on their desired level of proficiency, participants may choose to attend individual course modules and receive certificates corresponding to a reduced number of ECTS credits, in accordance with the completed coursework.

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Registration:

Please fill out the registration form by **April 11, 2026**, using the following link:

<https://forms.gle/4A7a9DrRT546ZAFZ8>

Participants will receive the invitation to the first organizational meeting by email, sent to the address indicated during registration.

CONTENT

Learning outcomes for the course

By the end of this course, the participants will be able to:

Knowledge (language-focused):

- Apply grammar structures to express complex ideas, present arguments, negotiate, speculate, and communicate effectively in professional academic contexts
- Use vocabulary and terminology related to university administration tasks
- Design and construct clear, concise, and well-structured written documents suitable for formal communication within international context
- Use appropriate functional language and register for different professional situations including formal correspondence, presentations, meetings, negotiations, and crisis communication
- Employ hedging, diplomatic language, and culturally appropriate communication strategies when working with international stakeholders

Skills (communication and critical thinking):

- Communicate with a high level of accuracy in English on the topics related to professional duties, services, academic collaboration, university internationalization, cultural awareness and data security
- Deliver clear, well-structured formal presentations to diverse audiences
- Participate effectively in professional meetings and discussions
- Provide comprehensive support and guidance, addressing both academic and personal needs with cultural sensitivity
- Handle crisis situations and complex problems with appropriate language and communication strategies
- Demonstrate awareness of cultural differences in communication styles
- Mediate effectively in cross-cultural situations and address cultural misunderstandings constructively
- Identify and respond appropriately to emerging challenges in international education and student mobility
- Develop creative solutions to problems while maintaining diplomatic relations with all stakeholders

CONTENT

Part 1: Basics of Professional Communication
<p>Module 1: Daily Routines (8 hours / 4 lessons)</p> <p>Objectives:</p> <ul style="list-style-type: none">• Introduce yourself• Describe your professional role and duties• Briefly describe an organisation structure• Describe daily work activities, schedules and business etiquette <p>Vocabulary: Greetings and introductions, duties and responsibilities, university structure, time expressions, daily routines</p> <p>Grammar: Present Simple, adverbs of frequency and manner, possessive adjectives, prepositions of time and place</p> <p>Functional Language: Introducing yourself and others, describing daily routines</p> <p>Skill Focus: Basic listening comprehension, reading simple professional texts</p> <p><i>8 academic hours</i></p>
<p>Module 2: Professional Communication (8 hours / 4 lessons)</p> <p>Objectives:</p> <ul style="list-style-type: none">• Handle basic telephone conversations• Handle schedule appointments• Structure formal emails <p>Vocabulary: Emails and phone talks, schedules and appointments</p> <p>Grammar: Present Continuous (current activities), Modals for ability and requests</p> <p>Functional Language: Making and confirming appointments, telephone and email etiquettes</p> <p>Skill Focus: Telephone conversations, writing confirmations, understanding schedules and timetables, structuring formal emails</p> <p><i>8 academic hours</i></p>
<p>Module 3: Asking and Informing (10 hours / 5 lessons)</p> <p>Objectives:</p> <ul style="list-style-type: none">• Ask questions politely• Answer questions from different stakeholders• Participate in simple team discussions <p>Vocabulary: Projects and collaboration</p> <p>Grammar: Past Simple, Future Simple, Question forms</p> <p>Functional Language: Asking politely, giving polite responses, agreeing and disagreeing</p> <p>Skill Focus: Participating in team discussions</p> <p><i>10 academic hours</i></p>
<p>Assessment and Feedback (Part 1)</p> <p>Role play "Team meeting" (2 hours / 1 lesson)</p> <p>Progress test. Feedback (2 hours / 1 lesson)</p> <p><i>4 academic hours</i></p>
<p>Total (Part 1): 30 academic hours</p>
Part 2: Services and Facilities
<p>Module 4: Transportation (8 hours / 4 lessons)</p> <p>Objectives:</p> <ul style="list-style-type: none">• Describe the basic aspects of public transportation systems

- Ask for and give directions
- Discuss different transportation options

Vocabulary: Public transport, fare, ticket, pass, route, timetable, commute, cycling, rental, license

Grammar: Imperatives, Prepositions of movement and place, Modals of advice and obligation

Functional Language: Asking for directions, explaining routes, buying tickets, discussing travel options

Skill Focus: Planning journeys, listening to travel announcements, giving directions

8 academic hours

Module 5: Accommodation (8 hours / 4 lessons)

Objectives:

- Compare university housing and private accommodation
- Negotiate rent and conditions
- Describe tenant rights and responsibilities

Vocabulary: Accommodation, lease, landlord, tenant, utilities, rent, contract, housing facilities

Grammar: First Conditional, Time clauses

Functional Language: Negotiating rent and conditions, reporting problems

Skill Focus: Discussing and negotiating, reading adverts

8 academic hours

Module 6: Healthcare (10 hours / 5 lessons)

Objectives:

- Explain how to access healthcare services
- Make medical appointments and describe symptoms
- Understand health insurance and prescription procedures
- Use emergency services appropriately

Vocabulary: Healthcare, appointment, prescription, insurance, emergency, clinic, hospital, pharmacy, symptoms

Grammar: Modal verbs for obligation and recommendation, Present and Past Simple Passive, Present Perfect

Functional Language: Describing health problems, asking for medical help, following instructions, making appointments

Skill Focus: Understanding medical forms and instructions, listening to emergency information, reading healthcare guidelines

10 academic hours

Assessment and Feedback (Part 2)

Role play (2 hours / 1 lesson)

Progress test. Feedback (2 hours / 1 lesson)

4 academic hours

Total (Part 2): 30 academic hours

Part 3: Bridging Differences

Module 7: Education Systems (8 hours / 4 lessons)

Objectives:

- Understand and describe German and Ukrainian education systems
- Explain basic differences and similarities
- Use common administrative vocabulary related to education
- Give basic information to stakeholders about study programs and institutions

- Read and understand official texts and documents (certificates, transcripts, website information)

Vocabulary: Education and academic system vocabulary, student services, documents and procedures, grades and assessment

Grammar: Comparatives and superlatives, Verb patterns with prepositions, Compound nouns, Present Perfect Continuous

Functional Language: Giving information, explaining procedures and requirements, comparing
8 academic hours

Module 8: Reducing Misunderstanding (16 hours / 8 lessons)

Objectives:

- Identify differences in academic and cultural practices
- Reduce misunderstandings in international contexts
- Participate in discussions about cooperation and inclusion
- Address cultural misunderstandings constructively
- Describe key sights and traditions

Vocabulary: Academic and cultural peculiarities, sightseeing, traditions, intercultural competence, stereotypes, conflict-resolution terms

Grammar: Defining and non-defining clauses, Conjunctions, Past Continuous

Functional Language: Describing cultural differences and traditions, sightseeing, expressing cultural sensitivity, mediating misunderstandings

16 academic hours

Module 9: Professional Correspondence (8 hours / 4 lessons)

Objectives:

- Understand and write formal emails to international partners
- Respond to inquiries professionally
- Handle complaints and difficult situations diplomatically
- Use appropriate register and tone

Vocabulary: Formal correspondence phrases, diplomatic language, request and complaint expressions

Grammar: Past Perfect, Modal verbs, Second Conditionals

Functional Language: Making polite requests, apologizing formally, expressing gratitude, handling complaints

Skill Focus: Writing professional emails, reading formal correspondence

8 academic hours

Assessment and Feedback (Part 3)

Cultural case study (1 hour)

Progress test. Feedback (2 hours / 1 lesson)

3 academic hours

Total (Part 3): 35 academic hours

Part 4: Enhancing cooperation

Module 10: Guidance and Support (8 hours / 4 lessons)

Objectives:

- Explain requirements and procedures
- Handle complex situations and problems
- Facilitate integration and cultural adaptation

Vocabulary: Problem-solving, crisis communication, support services, mental health awareness, application procedures

Grammar: Third and Mixed Conditionals, Reported speech

Functional Language: Offering advice and support, showing empathy, mediating conflicts, explaining procedures, clarifying requirements, sequencing steps

Skill Focus: Active listening, counselling communication, handling sensitive situations

8 academic hours

Module 11: Meetings and Presentations (10 hours / 5 lessons)

Objectives:

- Participate actively in online meetings
- Give short presentations about programs or initiatives
- Ask for and provide clarification
- Take part in discussions and Q&A sessions

Vocabulary: Meeting terminology, presentation phrases, discussion vocabulary, agenda items

Grammar: Phrasal verbs, Past Modals

Functional Language: Structuring presentations, interrupting politely, summarizing discussion points, signposting in presentations

Skill Focus: Delivering short presentations, participating in discussions, note-taking

10 academic hours

Module 12: Data Protection and Privacy (10 hours / 5 lessons)

Objectives

- Understand key principles of data protection and privacy in the international context
- Participate in discussions about ethical data use and compliance
- Contribute to the development of institutional data protection policies
- Analyse global trends and regulations related to data privacy

Vocabulary: Data protection and privacy terminology, legal and compliance vocabulary, digital security and ethics terminology

Grammar: Complex noun phrases common in legal and policy text, hedging and cautious language in academic and legal writing, Phrasal verbs

Functional Language: Discussing risks and compliance requirements, describing legal obligations and ethical responsibilities

Skill Focus: Reading and interpreting privacy policies, writing data protection strategies, participating in policy discussions

10 academic hours

Module 13: Strategic Planning (8 hours / 4 lessons)

Objectives:

- Participate in strategic discussions about internationalization and sustainability
- Contribute to policy development for international cooperation
- Analyse and discuss global trends

Vocabulary: Strategic planning and policy, internationalization, global trends

Grammar: Advanced reporting structures, formal written style, complex noun phrases, hedging in academic writing

Functional Language: Analysing trends, making recommendations, evaluating options, expressing strategic vision

Skill Focus: Reading policy documents, writing strategy papers, participating in high-level discussions

8 academic hours

Final Assessment and Course Completion (Part 4)

Final presentation.

Final Test.

Course evaluation and feedback session.

4 academic hours

Total (Part 4): *40 academic hours*

TOTAL COURSE: *135 academic hours of online learning*

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