



Universidade do Minho
Escola de Letras, Artes e Ciências Humanas



English for Work and Study B2/B2+

September 7 - 28, 2026

English for Work and Study B2/B2+ (e-learning)

(30-hour course)

The English for Work and Study B2/B2+ course is designed to help learners develop advanced communication skills for academic, professional, and international contexts. Through an interactive and task-based approach, participants will enhance their listening, reading, writing, and speaking skills while engaging with realistic workplace and study-related situations that require greater fluency, accuracy, confidence, and communicative effectiveness.

Participants will explore different aspects of communication in academic and professional settings, including writing styles for messages and emails, with particular emphasis on the formal register, administrative documents and procedures, meetings, discussions, negotiations, report writing, as well as phone and videoconference communication. Particular attention is given to communicating ideas clearly and appropriately, participating actively in different types of interactions, and adapting language to different contexts and purposes. The course also addresses communication in increasingly digital and international environments.

By the end of the course, participants will have developed the language skills and confidence to handle a wide range of academic and business situations more effectively, using English as a practical tool for collaboration, problem-solving, and professional interaction.

SYLLABUS

Effective communication: introduction

Writing style in messages and e-mails

Writing a formal email - An email of complaint

Business situations and forms

Meetings

Discussions: structuring an argument

Writing a report

The sales meeting

Making a point

Negotiations

Phone communication

Teleconference / videoconference communication: teleconferencing and managing the teleconference