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# English for IT. Looking for international IT job

English for IT. Looking for international IT job

Длительность курса: 146 академических часов

# 1 Introduction. Working in IT industry

## 1 Welcome lesson (лекция)

### Цели занятия:

Understand how the course is structured

### Краткое содержание:

Course aims;  
Teachers.

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## 2 Introduction. Working in IT industry (лекция)

### Цели занятия:

Introduce yourself;  
Understand the difference between EU/US/RU job markets,  
hard and soft skills.

### Краткое содержание:

Welcome;  
Introduce yourself;  
Hard vs soft skills;  
Market difference;  
Standup.

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**3 Introduction.  
Working in IT  
industry  
(English  
workshop)**

**Цели занятия:**

Learn the aspects that make up a high level (B2);  
Study the criteria which are used to assess the speaking level

**Краткое содержание:**

Analyse the test-taker`s speech according to the speaking criteria;

Practise evaluating students` speech

**Домашние задания**

**1 Homework. Module 1**

During the course we will be using the ProgressMe platform. <https://progressme.ru/>

All of the homeworks on English Language will be located there.

We've sent you an email with login, password and a link to access the course.

You can use this guide for help.

<https://help.progressme.ru/article/1266>

After logging in, you will see the "English for IT-Homework" marathon. Link:

<https://progressme.ru/student/?c=637900603298295810>

There you will find a lesson called "Module 1. Working in IT industry". This is your homework for today's lesson. Do your homework and submit for review.

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5 **Speaking club**

**Цели занятия:**

Students will develop their speaking skills.

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### 1 Relocation (лекция)

#### **Цели занятия:**

Students will learn pros and cons of relocation processes;  
How to find and where to find positions, what to expect.

#### **Краткое содержание:**

During the lesson we will cover various relocation topics:

- how process is set up;
  - what kind of relocation support activities exist;
  - residence permit questions;
  - salary, taxes and banks;
  - pros and cons of relocation;
  - learn about different benefits at work.
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## 2 Relocation (English workshop)

### Цели занятия:

Students will revise and practice vocabulary for introducing themselves and describing their jobs responsibilities;  
Talk about their current projects and problems that they might face working in a foreign country/ international team.

### Краткое содержание:

Learn and practice useful phrases for introduction;  
Revise and practice the Present Simple and Present Continuous tenses; Practice talking about their daily routine and current projects;  
Discuss possible relocation problems and their solutions.

### Домашние задания

#### 1 Homework. Module 2

During the course we will be using the ProgressMe platform. <https://progressme.ru/>

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(English  
workshop)**

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**4 Speaking club**

**Цели занятия:**

Students will develop their speaking skills.

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**5 Speaking club**

**Цели занятия:**

Students will develop their speaking skills.

# 3 Presenting your projects.

## 1 Presenting your projects (лекция)

### Цели занятия:

Prepare a presentation about yourself;  
Prepare a technical project presentation;  
Understand and practice key presenting skills;  
Effectively work on presentation slides.

### Краткое содержание:

Standup;  
Types of presentations;  
Introduce yourself;  
Practice different scopes;  
Creating presentations;  
Make the best of your presentation;  
Practice.

### Домашние задания

#### 1 Preparing self presentations

Цель: Prepare slides and make videos:

- 5 minutes self presentation (~2-3 slides). Talk about yourself, your work experience, your favourite technologies. Mind this as you would introduce yourself to a new team, or to a hire manager. You may add a few words about your interests.

- 5 minutes demo of any project of your choice (~3-5 slides). You can focus on technologies, or business part of a project. The idea is to pitch something interesting and practice with presentation skills.

Record a video in any studio of your choice (zoom, obs, even your phone). Feel free to upload videos to your personal youtube (you can always make it protected if you want so it's not exposed to everyone) or any other cloud drive (google, etc).

Use any tooling of your choice to prepare slides (powerpoint, google slides, html, ...).

You can use any public template to make it nicer for an audience.

**2 Presenting your projects (English workshop)**

**Цели занятия:**

Practice how to talk about your work experience and achievements. To do this you will need to effectively use Past Simple and Present Perfect. This way you will improve your grammar range and speaking skills..

**Краткое содержание:**

Talk about achievements and experience  
Revise and practice the Present Perfect and Past Simple tenses

**Домашние задания**

**1** Homework. Module 3

Please find lesson 3 “Module 3. Presenting your projects” at “English for IT-Homework”  
<https://progressme.ru/>

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**3 Speaking club**

**Цели занятия:**

Students will learn dos and don'ts of a good presentation, and practice their presentation skills. Students will be able to clearly structure presentations

## 1 Looking for a job. CV and social media (лекция)

### Цели занятия:

Understand what the finding a job process consists of and how it works for different types of companies;  
Use different resources to find a job vacancy;  
Choose a company, vacancy based on open feedback;  
Compose your CV and LinkedIn profile in different styles for different purposes.

### Краткое содержание:

Standup;  
Types of companies;  
Job search websites;  
Salary;  
CV;  
Interview.

### Домашние задания

#### 1 CV compilation

Цель: Prepare your main CV file in English.  
Describe your technical experience, projects and companies you worked at.  
Focus on achievements, and relevant aspects to your background and goals.  
Don't forget to compose a little information about your interests.  
This is going to be a template for you future applications, so it can be bigger than normal CV (2 pages).  
Use any appropriate template and tools of your choice (google docs, microsoft word) and please attach PDF version to this homework.

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**2 Looking for a job. CV and social media (English workshop)**

**Цели занятия:**

Students will be able to describe the competencies that they have, explain what they are looking for in a job and what is necessary for them;  
They will have an understanding of CV writing and what goes into a CV and cover letter.

**Краткое содержание:**

Talk about CV writing tips;  
Discuss CV structure and vocabulary;  
Understand the importance of cover letter;  
Learn vocabulary and create a draft CV;  
Discussing strengths and weaknesses of sample CVs;  
Revise and practice the Past Simple, Past Continuous, Past Perfect tenses.

**Домашние задания**

**1** Homework. Module 4

Please find lesson 4 “Module 4. Looking for a job. CV and social media” at “English for IT-Homework”  
<https://progressme.ru/>

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**3 Speaking club**

**Цели занятия:**

Students will develop their speaking skills.

## 1 Looking for a job. Job Interview (лекция)

### Цели занятия:

Understand different types of interviews;  
Structure your interview story;  
Prepare for an interview with a recruiter.

### Краткое содержание:

Different types of interviews;  
Prepare your interview structure;  
How to practice interview process;  
Overview of interview preparation resources.

### Домашние задания

#### 1 Job Search

Цель: In the previous module, you have prepared a draft for your CV, now it's time to find a job of your dream (or just good job opportunities) and apply for it. We'd like to ask you to find 10 open vacancies in LinkedIn or other portals of your choice. Vacancies should fit your plans and background. Prepare 2-3 versions of your CV and Cover Letter from the draft so it suits better a position of a specific company. Mind companies' business specific, goals, technologic landscape and intersection with your past experience. Apply for this vacancies, and good luck!

- 2-3 versions of your CV
  - 2-3 versions of your cover letter
  - urls for applied vacancies and which document versions you have submitted
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**2 Looking for a job. Job Interview (English workshop)**

**Цели занятия:**

Students will be able to discuss the competencies that they have, their past experience and projects completed, explain why they want to work for this or that company, criteria for choosing a job and their goals.

**Краткое содержание:**

Talk about common IT interview non-tech questions;  
Practice job interviews in the form of a role play;  
Revise and practice Conditionals as the results of their decisions made under different circumstances.

**Домашние задания**

**1** Homework. Module 5

Please find lesson 5 “Module 5. Looking for a job. Job Interview” at “English for IT-Homework”  
<https://progressme.ru/>

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**3 Speaking club**

**Цели занятия:**

Students will be aware of different forms of and written, formal and informal communication for different purposes, use vocabulary and grammar structures for emails and practice writing emails.

**Краткое содержание:**

Learn and practice vocabulary / discuss rules and tips for written communication: emails and chats;  
Better understand formal and informal register.

## 1 Looking for a job. Job Interview. Tech part 1 (лекция)

### Цели занятия:

Students will go through the full interview process from applying to being hired, what kind of documents to prepare, what to expect on different stages of hiring process, how to answer tricky questions.

Lecture is divided into two parts.

### Краткое содержание:

How to find a job;  
How to apply;  
Stages of the process;  
How to prepare for each stage;  
Tricky question;  
Tech interview advices;  
Good LinkedIn profile practices.

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## 2 Looking for a job. Job Interview. Tech part 2 (лекция)

### Цели занятия:

Students will go through the full interview process from applying to being hired, what kind of documents to prepare, what to expect on different stages of hiring process, how to answer tricky questions.

Lecture is divided into two parts.

### Краткое содержание:

How to find a job;  
How to apply;  
Stages of the process;  
How to prepare for each stage;  
Tricky question;  
Tech interview advices;  
Good LinkedIn profile practices.

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**3 Looking for a job. Job Interview. Tech (English workshop)**

**Цели занятия:**

Ss will learn the way they can ask questions during job interviews about the the team, project and job specifics;  
How to sound polite and diplomatic;  
Practice in a role-play.

**Краткое содержание:**

Revise and practice direct and indirect questions, passives

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**4 Speaking club**

**Цели занятия:**

Students will develop their speaking skills.

## 1 Rules of communication (лекция)

### Цели занятия:

Students will learn best practices in cross-cultural working environment, how to behave, what to expect and how to react.

### Краткое содержание:

We will cover best cross-cultural management and working environment practices;

Learn about specifics of working abroad, learn diversity, inclusion and belonging principles.

### Домашние задания

#### 1 Written Communication

Цель: In this task we want to train our email and social media communication.

The exercise contains two parts:

1. Technical. Prepare a technical request/question/response to a colleague's email. Imagine, your product having a production issue and your stakeholder team is blocked to act. So, they ask what's the status and how it's possible to bypass the issue. Please compose an 3 paragraph email with a reaction to the request.

Mind following format - a short introduction of yourself (and maybe a team of your behalf), technical problem you chasing, description, solution, and a potential follow-up question/proposal/call invitation.

You can choose your own technical topic.

2. Soft Skills. Prepare a farewell email/linkedin post. Sometimes, we all say goodbye to our colleagues. It's nice to send an email and thank your team mates and peer contacts, who your worked with to keep your relationship afterwards.

Prepare a 2-3 paragraph draft and reflect on the times you worked in a company/team, say goodbye to everyone and see you soon ofc.

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## 2 Rules of communication (English workshop)

### Цели занятия:

Students will be aware of different forms of verbal formal and informal communication for different purposes, use vocabulary and grammar structures for meetings and discussions, revise the language to deal with communication breakdowns and how to avoid them in the future.

### Краткое содержание:

Learn and practice vocabulary / discuss rules and tips for verbal communication: meetings, communication in a multicultural team

Learn and practice vocabulary / discuss rules and tips for verbal communication.

Revise modals to talk about rules of communication.

Dealing with communication issues during interviews: check understanding, asking to repeat, clarify + tech issues.

### Домашние задания

#### 1 Homework. Module 7

Please find lesson 7 “Module 7. Rules of communication” at “English for IT-Homework”  
<https://progressme.ru/>

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## 3 Speaking club

### Цели занятия:

Students will develop their speaking skills.

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4	<b>American accent</b>	<p><b>Цели занятия:</b></p> <p>Ss will learn the problems that might arise during a conversation with native speakers, be aware of the features of fluent speech, practice their listening skills.</p> <p><b>Краткое содержание:</b></p> <p>Ss will learn features of connected speech that will help them to understand American accent better.</p> <hr/>
5	<b>Expressing opinions ( What is better)</b>	<p><b>Цели занятия:</b></p> <p>Students will be able to use functional language in taking part in a conversation, express your opinion politely, compare and discuss advantages and disadvantages of different solutions.</p> <p><b>Краткое содержание:</b></p> <p>Discuss advantages and disadvantages of different solutions;  Revise and practice Comparatives, Superlatives and Quantifiers;  Learn functional language for taking part in the conversation, expression opinion, comparing;  Practice it as a role-play of a part of a project interview.</p> <hr/>
6	<b>Speaking club</b>	<p><b>Цели занятия:</b></p> <p>Students will develop their speaking skills.</p> <hr/>
7	<b>Emails</b>	<p><b>Цели занятия:</b></p> <p>Students will be aware of different forms of and written, formal and informal communication for different purposes, use vocabulary and grammar structures for emails and practice writing emails.</p> <p><b>Краткое содержание:</b></p>

Learn and practice vocabulary / discuss rules and tips for written communication: emails and chats;  
Better understand formal and informal register;  
Improve writing skills.

## **Домашние задания**

### **1 Writing an email**

Read the tasks below and write two emails.

#### **Task 1.**

You are going to attend a speed networking event with Contact25, a company which organizes speed business meetings for people who would like to make new business Contacts. Write an email to John Doe, one of the event organizers. You must:

- Say you're interested in speed networking events
- Write what you do and why you want to participate in the event
- Ask to register you for the meeting on 28 July

Write about 50-60 words.

#### **Task 2.**

You've attended a few speed networking events, and you've been asked to give a presentation about this activity to share your experience with other colleagues. Write an email to your friend, who is an experienced presenter, and ask him/her to have a look at your slides and give some feedback. You must:

- Explain the situation
- Ask to help with the slides
- Say where your friend can find the slides

Write about 50-60 words.

A. Before you start, answer these questions:

- Who will read your emails?
- How will you structure your emails?
- Will you use more formal or more informal language?

B. Write the emails.

C. Before submitting the emails to your language trainer, use the checklist below and make sure that:

- You addressed all the points of both tasks;

- Your emails are suitably and appropriately organized;
- You used language from this lesson;
- Your emails will have a good effect on the reader.

## 1 Future trends & personal strategy (лекция)

### Цели занятия:

Plan and explain your career goals;  
Understand how different organizations structure work processes.

### Краткое содержание:

Experience retrospective (plans for a year);  
Career planning in IT;  
Variety of IT roles, IT jobs;  
Growth opportunities;  
Mentorship;  
Progress and perspectives evaluation;  
Different organisation work processes (spotify model, ...)

### Домашние задания

#### 1 My Future in Tech

Цель: In a current assignment please reflect on your career, analyze industry trends and insights, and think on your future path in technology.

You can relate this topic to a popular interview question "How I see myself in IT in 5/7/10 years?". Please prepare a compact essay & video for your personal strategy and future trends in profession.

P.S. You can choose to focus more on technology part if you want.

- 3 paragraphs text / 1-5
  - video □ (3 min) / 1-5
  - optional slides
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## 2 Future trends (English workshop)

### Цели занятия:

Students will be able to talk about the future trends of IT industry, breakthrough solutions and their vision of their future career paths.

### Краткое содержание:

- Describe IT industry trends and outlook
- Comment on future career path
- Express opinions on career expectations
- Revise and practice revise future tenses and other ways to express them.

### Домашние задания

#### 1 Homework. Module 8

Please find lesson 8 “Module 8. Future trends” at “English for IT-Homework”  
<https://progressme.ru/>

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## 3 Speaking club

### Цели занятия:

Students will develop their speaking skills.

**1 Course Q&A****Цели занятия:**

Students will be able to get some feedback and ask everything they'd like to know.

**Домашние задания****1 Final Homework - Mock Interview**

Цель: Finally, we are reaching the end goal of our course - to have a "real" interview.

What will happen during the last module - you are going to participate in a mock interview driven by our experts.

Please provide a vacancy URL, CV and a cover letter so our instructors can prepare for the interview and prepare yourself too!

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**2 Итоговое занятие****Цели занятия:**

разбор CV

финальное тестовое интервью с рекрутером

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**3 Ways to improve English****Цели занятия:**

This is a final class of the course where students will get familiar with some strategies and activities for autonomous learning.

**Краткое содержание:**

Get students familiar with some strategies and activities that will help them further improve their grammar, vocabulary, speaking and reading skills.