

ECS: Enhancing Employability



Module Description

Students practise language skills that will help them with future employment in an English speaking context. The module includes interacting with real life graduate careers advisers, writing cover letters and professional emails, practising interview techniques and meeting local businesses in the creative digital district of the city.

Module Leader

Peter Martin

Information

This module is only available as part of the English Communication Skills pathway.

This module is non-accredited, and is only available for study on-campus.

Content

The following topics will be considered:

- ▶ Writing a formal cover letter for a CV or job application
- ▶ Using formal, neutral or polite language to write work appropriate emails
- ▶ Improving your speaking and listening skills in a work context
- ▶ Building confidence talking with work colleagues and potential employers
- ▶ Interacting with qualified Careers Coaches, to ask for advice and learn tips
- ▶ To confidently participate in a meeting with a local business
- ▶ Describing your skill set and valuable experience to potential employers
- ▶ Participating confidently in a practice job interview