



# Practical English for Staff Members

## *Week in the Heart of Europe* **Prague, January 19-23, 2026**



**Registration fee + funding:** € 450, eligible for Erasmus+ funding  
**Minimum Level of English:** A2 - B1 on the CEFR  
**Language groups:** B2/C1 level (CEFR), B1 level (CEFR), A2 level (CEFR)  
**Course coordinator:** Irena Antonová [irena.antonova@ujop.cuni.cz](mailto:irena.antonova@ujop.cuni.cz)  
<https://ujop.cuni.cz/erasmus-staff-week-prague>

### Course description:

This course provides you with tools to use English more fluently and effectively at work. Participants gain skills to communicate with colleagues, students and academic staff with confidence and accuracy.

The training includes office and administrative vocabulary building, practice in typical work-oriented situations such as writing emails, telephoning, presenting, negotiating and assisting students and staff.

### Course content:

- 30 hours of in-class lessons and excursions
- Coffee break refreshments
- Welcome package

### Who is it for?

This course is targeted for administrative staff members with intermediate, upper-intermediate and advanced competence, who wish to activate the English they already have in respect to both receptive and productive skills and obtain new day-to-day practical skills concerning vocabulary, presenting, writing emails, negotiating or office communication.

Monday 9:00-12:15	Tuesday 9:00-12:15	Wednesday 9:00-12:15	Thursday 9:00-12:15	Friday 9:00-12:00
<ul style="list-style-type: none"><li>• Office conversation</li><li>• Office jargon</li><li>• Administrative vocabulary building</li><li>• Role-play</li></ul>	<ul style="list-style-type: none"><li>• Presentation skills</li><li>• Signposting language</li><li>• Linking phrases</li></ul>	<ul style="list-style-type: none"><li>• Formal vs Informal register</li><li>• Effective emails</li><li>• Typical email mistakes</li></ul>	<ul style="list-style-type: none"><li>• Telephone phrases</li><li>• Online work phrases</li><li>• Telephone and Online Etiquette</li></ul>	<ul style="list-style-type: none"><li>• English for Meetings</li><li>• Negotiating</li><li>• Clarifying</li><li>• Answering difficult questions</li></ul>
13:15-14:45	13:15-14:45	13:15-14:45	13:15-14:45	12:00-12:30
<ul style="list-style-type: none"><li>• Walking tour in the centre of Prague</li></ul>	<ul style="list-style-type: none"><li>• Guided visit to the Old Town Hall</li></ul>	<ul style="list-style-type: none"><li>• Guided visit to the historical seat of Charles University</li></ul>	<ul style="list-style-type: none"><li>• Guided visit to a brewery + beer tasting</li></ul>	<ul style="list-style-type: none"><li>• Certificate ceremony</li></ul>