

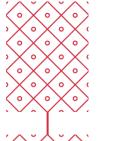
Institute for Language and Preparatory Studies

Charles University



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

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.

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.

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.

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
Office conversation Office jargon Administrative vocabulary building Role-play	Presentation skills Signposting language Linking phrases	Formal vs Informal register Effective emails Typical email mistakes	Telephone phrases Online work phrases Telephone and Online Etiquette	English for Meetings Negotiating Clarifying Answering difficult questions
13:15-14:45	13:15-14:45	13:15-14:45	13:15-14:45	12:00-12:30
Walking tour in the centre of Prague	Guided visit to the Old Town Hall	Guided visit to the historical seat of Charles University	Guided visit to a brewery + beer tasting	Certificate ceremony