



LUMS X

English for Work

LIVE ONLINE

REGISTER NOW

www.lumsx.lums.edu.pk

LUMSx is the center for online learning and professional development at LUMS. We extend LUMS' excellence in teaching and research beyond its borders by leveraging technology and innovative pedagogy. Our courses aim to bridge critical knowledge & skill gaps for Pakistani learners and to meet their diverse learning needs, we offer **Self-Paced Courses, Hybrid (Online-Cohort) Courses, Synchronous (Live-Online) Courses, and Free Open Online Courses** (OpenCourseWare). We intend to harness technology for enhancing access, improving educational quality, and amplifying education's impact.



Course Format: Live Online

Language: English

Duration: 6 Weeks

Note: For more details about the dates and pricing, please visit our website



[VISIT COURSE PAGE](#)

ABOUT THIS COURSE



English for Work is a practical online course that helps professionals **improve their everyday English skills for the workplace**. The focus is on real situations like writing emails, giving presentations, taking part in meetings, negotiating and working in teams.

The course is interactive, with short lectures, group activities, role-plays, and multiple practice tasks. Each session will **equip you with useful phrases, clear examples and direct feedback** to help you grow quickly and confidently.

What Will You Learn:

By the end of this course, you will be able to demonstrate the following learning outcomes:

- Understand and follow workplace conversations and meetings and take clear notes.
- Write short, professional emails and memos that are polite and easy to read.
- Take part in discussions and meetings with confidence (give updates, share ideas and build agreement.)
- Negotiate with colleagues or clients using polite but clear English.
- Work better in teams, give feedback, and adapt your language to different people and situations.
- Prepare and deliver a short workplace presentation with slides, clear structure and confidence.

MEET YOUR INSTRUCTOR



Course Instructor

SANNIA HUSSAIN

*Adjunct Faculty Member,
School of Education, LUMS*

Sannia Hussain serves as an **Adjunct Faculty member at the School of Education at LUMS**. With expertise in training English language teachers and teaching courses in Linguistics and Academic English, she brings a wealth of experience to the learning environment.

Her expertise spans academic writing, linguistics, and comprehensive teacher training, complemented by significant experience as an **IELTS examiner** and a **lead trainer for professional development courses at the School of Education and LUMSx at LUMS**. Holding an **MA in Applied Linguistics** from the University of Reading, UK, and an **MA TESOL**, alongside a **CELTA certification** from the International House London, she possesses a strong academic foundation and practical skills in contemporary teaching methodologies, business communication, and soft skills training.

COURSE OUTLINE

Module	Key Topics
Module 1: Introduction Session	Course Intro <ul style="list-style-type: none">• Course Structure• Course Protocols• Instructor Introduction• Learner expectations and Intros Active Listening & Note-Taking <ul style="list-style-type: none">• Apply active-listening to strategies to workplace setting• Produce clear meeting notes using a structured method
Module 2: Jargon & Oral Summaries - Video Conferencing	<ul style="list-style-type: none">• Summarize spoken content into concise oral/written summaries and generate clarification questions.• Understand and use business jargon• Handle technical and virtual communication challenges• Present yourself professionally online (non-verbal cues- tone- appropriate language)
Module 3: Presentations - Design, Language & Delivery	<ul style="list-style-type: none">• Design a clear workplace presentation (purpose, audience, 3 main points) with efficient visual support.• Use presentation signposting and transition language accurately.• Deliver a short, structured segment and handle Q&A using repair and mitigation strategies.
Module 4: Business Writing - Emails & Memos	<ul style="list-style-type: none">• Write professional emails with clear subject lines, appropriate openings/closings and actionable requests.• Edit workplace writing for concision and clarity (aim to reduce verbosity while preserving meaning).

COURSE OUTLINE

Module	Key Topics
Module 5: Meetings, Negotiation & Persuasion Skills	<ul style="list-style-type: none">• Agenda setting for meetings.• Use meeting language effectively for intervening and building consensus.• Record concise meeting minutes capturing decisions and action items.• Apply negotiation language and strategies.
Module 6: Teamwork, Cross-cultural Fluency & Integrated Showcase	<ul style="list-style-type: none">• Strategy Fundamentals• Demonstrate teamwork language for assigning roles, delegating tasks and resolving conflict.• Identify a cross-cultural communication challenge and propose adaptive strategies.• Complete the integrated final task demonstrating a combination of listening, speaking and writing skills.• 3 minutes presentations

Activities for Engagement

Teaching Methodology for the course will include a mixed set of elements to keep the audience engaged.

Instructor will use a mix of theoretical & interactive content, involving the use of:

1. Interactive Sessions
2. Group work (breakout rooms)
3. Facilitated mini-lectures
4. Discussions
5. Communicative tasks
6. Videos/podcasts
7. PPTs
8. Reading Material (for concept reinforcement)

Keeping videos on will be essential for participation and for receiving the course certificate.

ENGLISH FOR WORK

[ENROLL NOW](#)

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