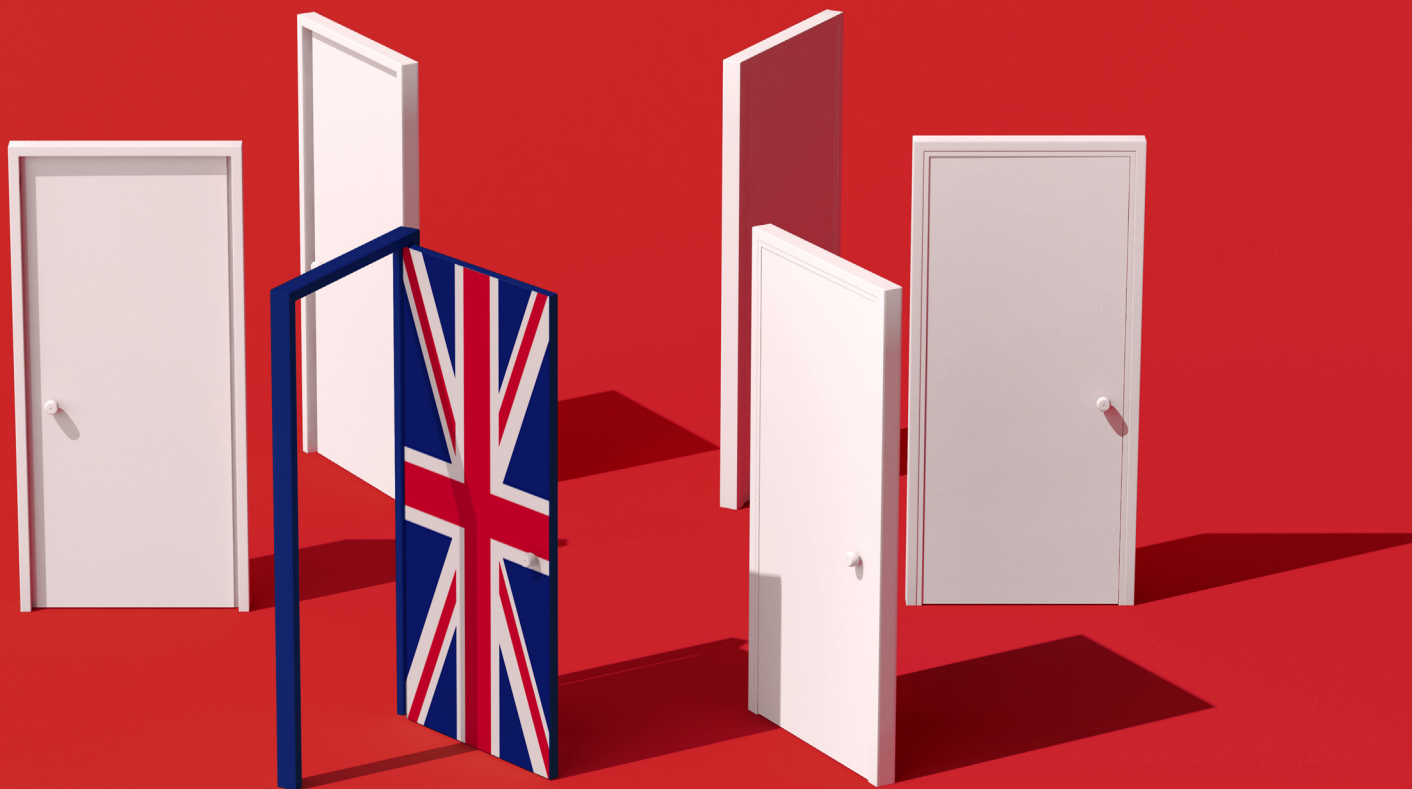


TONIOLO LANGUAGE HUB



SEDI DI MILANO E PIACENZA

SERVIZIO RISERVATO AGLI STUDENTI IN CAMPUS



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ISTITUTO TONIOLO
ENTE FONDATORE
DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

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Il presente servizio offre assistenza linguistica da parte di docenti madrelingua agli studenti dei Collegi in campus.

Il programma, offerto gratuitamente dall'Istituto Toniolo, è finalizzato a fornire una serie di strumenti utili agli studenti che intendono candidarsi per una posizione lavorativa, o che hanno necessità di produrre testi in lingua inglese nel loro percorso di studi, oppure che devono affrontare esami di certificazione linguistica etc.

Gli incontri, della durata variabile, sono finalizzati ad affrontare tematiche specifiche, distinte in Career Tools o Academic Tools:

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CAREER TOOLS

- Realizza il tuo CV in inglese, rivedi la tua pagina LinkedIn
- Impara a scrivere una *Cover Letter* efficace
- Simula un colloquio
- Ricevi una consulenza sul report che hai realizzato in vista di una candidatura
- Approfondisci le competenze necessarie a scrivere una email in inglese corretto, in contesto lavorativo e formale

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ACADEMIC TOOLS

- Esponi una presentazione accademica/pubblica
- Revisione di saggi, articoli scientifici e testi prodotti in lingua
- IELTS: simulazione prova orale (speaking section)

Ciascun appuntamento, della durata variabile da concordare in base alle necessità e che potrà prevedere più incontri, offre consulenza frontale con un docente madrelingua di esperienza. L'incontro può essere prenotati sia singolarmente (1to1) o in piccoli gruppi, fino a massimo di 4 persone.

[clicca per prenotarti](#) →

L'affiancamento è disponibile prenotandosi tramite il form presente all'indirizzo www.istitutotoniolo.it sezione [Language HUB](#)

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CONSULTANCY	INTENDED OUTCOME	CONTENT	DOCUMENTS NEEDED FOR THE FIRST MEETING	TIME: STUDENT-TEACHER	TARGET: TEACHER-GROUP
CAREER TOOLS					
CVs	Should be able to write a CV with content in line with application for a specific job	<ul style="list-style-type: none"> • Discussion of reason for CV • Elicit content required • Discuss structure • Creation of rubric for assessment • Creation of useful vocabulary list • Different types of CVs related to reason for submitting CV • Writing own CV for specific job • Self assessment based on rubric, and feedback • Improvement of first attempt at CV • Self assessment based on rubric 	Draft of my CV in English	2 meetings of 1 ac hour plus preparation of CV outside meetings	Either 1:1 or small group of 3 or 4
Covering letters for job applications	Should be able to write a covering letter for job application, in line with language level achieved	<ul style="list-style-type: none"> • Discussion of reason for covering letter • Elicit content required • Discuss structure and layout • Creation of rubric for assessment • First attempt at writing covering letter • Self assessment based on rubric and feedback • Second attempt at writing covering letter • Self assessment based on rubric 	Draft of the cover letter	2 meetings of 1 ac hour plus preparation of letters outside meetings Either 1:1 or small group of 3 or 4	Either 1:1 or small group of 3 or 4
Job interviews	Should be able to respond to an adequate level to questions for typical first time interview	<ul style="list-style-type: none"> • Discussion of reason for interview • Elicit questions that would be used • Discussion of best type of reply and how to structure reply • Creation of assessment rubric • Simulation of job interview • Self assessment based on rubric and feedback • Second attempt at job interview • Discussion of performance 	Find a real job vacancy, for example, on linkedin to use for the simulation of a job interview.	2 meetings of 1 ac hour plus preparation of letters outside meetings Possibility of further meetings if necessary (will depend on level and number of students and ability to respond to questions)	Either 1:1 or small group of 3 or 4

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CONSULTANCY	INTENDED OUTCOME	CONTENT	DOCUMENTS NEEDED FOR THE FIRST MEETING	TIME: STUDENT-TEACHER	TARGET: TEACHER-GROUP
CAREER TOOLS					
Writing business reports	Should be able to write a short business report following accepted layout	<ul style="list-style-type: none"> • Discussion of reason for report • Discussion of structure and layout of report (sections) • Useful language • Rubric of requirements for report • First attempt at writing report • Self assessment based on rubric and feedback • Second attempt at writing report • Self assessment based on rubric 	Send first draft of your report in advance, at least one week before the date of the meeting.	<p>2 meetings of 1 ac hour plus preparation of reports outside meetings</p> <p>Possibility of further meetings if necessary (will depend on level of students and whether they need further exercise)</p> <p>Possibility of further feedback via email.</p>	Either 1:1 or small group of 3 or 4
Making oral business presentations	Should be able to make an oral business presentation following a logical layout, at language level achieved	<ul style="list-style-type: none"> • Discussion of possible objectives for business presentations • Discussion of structure • Discussion of visuals/slides (reasons, layout etc) • Useful language • Rubric for assessment of presentation • First attempt at preparing and making presentation • Self assessment based on rubric and feedback • Second attempt at presentation • Self assessment based on rubric • Possible further work on slides 	Bring the first draft of the structure of your presentation or slides.	<p>2 meetings of 1 ac hour plus preparation of presentations outside meetings</p> <p>Possibility of further meetings if necessary (will depend on level of students and whether they need further exercise)</p> <p>Further meetings may be necessary if group exceeds 2 participants</p>	Either 1:1 or small group of 3 or 4
Business emails	Should be able to write short basic business emails with logical presentation of information and language at level achieved	<ul style="list-style-type: none"> • Discussion of possible objectives for business emails • Useful language • Rubric for assessment of writing • First attempt at email(s) • Self assessment based on rubric and feedback • Second attempt at email(s) • Self assessment based on rubric 	Bring the first draft of an email you have to send, or write a mock one as a starting point for the meeting	<p>1 meeting of 1 ac hour</p> <p>Possibility of further feedback via email.</p>	Either 1:1 or 2:1

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CONSULTANCY	INTENDED OUTCOME	CONTENT	DOCUMENTS NEEDED FOR THE FIRST MEETING	TIME: STUDENT-TEACHER	TARGET: TEACHER-GROUP
ACADEMIC TOOLS					
Academic presentations	Should be able to make an oral academic presentation following a logical structure and layout, at achieved language level	<ul style="list-style-type: none"> • Discussion of possible objectives/ situations for academic presentations • Discussion of structure • Useful language • Rubric for assessment of presentation • Discussion of visuals/slides (reasons, layout etc) • First attempt at preparing and making presentation • Self assessment based on rubric and feedback • Second attempt at presentation • Self assessment based on rubric • Possible follow up with work on slides 	Send first draft of your presentation in advance, at least one week before the date of the meeting.	<p>2 meetings of 1 ac hour plus preparation of presentations outside meetings</p> <p>Possibility of further meetings if necessary (will depend on level of students and whether they need further exercise)</p> <p>Further meetings may be necessary if group exceeds 2 participants</p>	Either 1:1 or small group of 3 or 4
Academic essays	Should be able to write short basic academic essay using logical structure and layout, at achieved language level	<ul style="list-style-type: none"> • Discussion of expectations from essay • Discussion of layout of report (sections) • Useful language • Rubric of requirements for report • First attempt at writing report • Self assessment based on rubric and feedback • Second attempt at writing report • Self assessment based on rubric 	Send first draft of your presentation in advance, at least one week before the date of the meeting.	<p>2 meetings of 1 ac hour plus preparation of essays outside meetings</p> <p>Possibility of further meetings if necessary (will depend on level of students and whether they need further exercise)</p>	Either 1:1 or small group of 3 or 4
IELTS speaking section	Should be able to respond to oral IELTS questions using the relevant structure and in line with the optimum language in line with achieved language level	<ul style="list-style-type: none"> • Discussion of different IELTS oral questions • Discussion of requirements and rubric • First attempt for each question • Self assessment using rubric, plus feedback • Second attempt for each question • Self assessment using rubric 	You should be aware of the structure of the speaking section and bring a list of any specific queries you have.	<p>Initial meeting of 1 ac hour</p> <p>Possible further 1 ac hour meetings</p>	1:1 if no partner of same level or 2:1 (to reflect exam situation)



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Per informazioni scrivere una mail all'indirizzo di posta elettronica:

language.project@istitutotoniolo.it

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