IEEE English for Technical Professionals is a 14-hour online learning program that uses real-life interactive scenarios to provide non-native English speakers with a working knowledge of English techniques and vocabulary that are essential for today's technical workplace. Designed to help learners master essential English skills, this mobile responsive program is ideal for both working professionals as well as students who are preparing to enter the field.

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IEEE English for Technical Professionals Quick Facts

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Topics Covered in the Program

The Basics
Reading company documents, speaking appropriately with colleagues, developing relationships

Business Documents, Questions, and the Technical Pursuit
Interpreting business documents, technical language, understanding and asking questions

Engineering Concepts and Complexity
Understanding engineering concepts, acronyms, adjective clauses

The Future Tense for Technical Work
Communicating in the future tense, using contractions appropriately

White Papers: Modifiers and Qualifiers
Describing technical components, understanding qualifiers in lectures, expanding sentences with qualifying phrases, order of adjectives

Making Recommendations; Interpreting Data; Ethical Persuasion for Technical Projects
Recognizing concession and redirection expressions, phrases of data integration, integrating data

Cause and Effect; Calls for Proposals
Cause and effect statements, reading proposals and calls for proposals, basic punctuation formulas

Technical Complexity in Communication
Using technical content, working with unfamiliar technical terms and details, restatements and paraphrases, units of measurement

Numbers, Plain English, Jargon, and Technical Terms
Working with numbers; identifying technical terms, jargon, and buzzwords; finding solutions for complex writing using plain English; using style guides

Active and Passive Structures
Using active and passive voice constructions as needed for specific technical contexts and communication

Organization Needs; Seeing the Big Picture; Negotiating
Appropriate terminology and tone used for public messaging, workplace social hierarchy, and management; interpreting organizational needs, expectations and benchmarks in written materials when project planning

Audience Needs and Assessment; Standards Versus White Papers; Objectivity
Communicating effectively in group meetings and with specific audiences, recognizing speaker’s intent, strengthening written positions, formatting data/reference tables, differences between standards and white papers

Communicating within Expected Genres, Identifying Trustworthy Sources or Bias in Technical Work
Differences in informational patterns in work and research documents, vetting sources, negotiating between perspectives, using plain language when possible, recognizing speaker intentions/priorities on conference calls, techniques to navigate gaps of cultural miscommunication

A Review of Major Course Takeaways
Compilation of important reading, listening, writing, and speaking strategies with supporting outside resources

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