Course Syllabus: "English for IT Specialists"

Tallinn Learning OÜ
Approved on 20.10.2025

Name of the study program:

English for IT Specialists

Study program group:

Language training

Learning objectives:

The goal of the course *"English for IT Specialists"* is to expand vocabulary to B1/B2 level in the field of information technology and to develop professional communication skills in English at B1/B2 level.

Learning outcomes (knowledge and skills):

Technical vocabulary:
Students will acquire a wide range of terms and expressions used in the field of information technology in English, enabling them to communicate more effectively in a professional environment.

Professional communication skills:
Students will develop the ability to create technical documents, write emails, participate in presentations and conduct meetings in English.

Understanding technical texts:
Students will learn to read and analyze various technical materials, including documentation, specifications, and articles, which will help them work effectively with information in English.

Confidence in spoken communication:
Students will improve their oral communication skills in English, enabling successful interaction with colleagues, clients, and partners in the IT field.

Cultural adaptation:
Students will gain an understanding of workplace culture and professional ethics in an English-speaking environment, which will support better adaptation when working with international teams and clients.

Target audience:

Current and aspiring professionals, including software developers, QA engineers, web designers, system analysts, information security specialists, and project management professionals in the IT field who aim to enhance their competitiveness in the Estonian job market.

Entry requirements:

Basic knowledge of the English language is required for participation.

Language of instruction:

English

Total study volume:

80 academic hours

- **Independent study:** 40 academic hours
- **Classroom work:** 40 hours (20 online sessions × 2 academic hours)

Duration: 3 months

Course content:

Module 1. Self-presentation

5 webinars, 10 academic hours
Outcome: more confident communication about oneself and one's role in the company

- Lesson 1. Goal setting
- Lesson 2. Adapting to a new company
- Lesson 3. Everyday communication with colleagues (Small Talk)
- Lesson 4. Challenging situations
- Lesson 5. Module review: test and role-plays

Module 2. Teamwork

5 webinars, 10 academic hours
Outcome: ability to share relevant information and evaluate tasks during regular team meetings

- Lesson 6. Planning meetings
- Lesson 7. Daily stand-ups
- Lesson 8. Sprint review
- Lesson 9. Retrospective

- Lesson 10. Module review: test and role-plays

Module 3. Team communication

5 webinars, 10 academic hours
Outcome: ability to discuss tasks and present results to business stakeholders

- Lesson 11. Requirements clarification meeting
- Lesson 12. Review of technical solutions
- Lesson 13. Asking colleagues for support
- Lesson 14. Stakeholder meeting
- Lesson 15. Module review: test and role-plays

Module 4. Job interview

5 webinars, 10 academic hours
Outcome: ability to prepare a structured CV and respond confidently during interviews

- Lesson 16. Preparing a CV and cover letter
- Lesson 17. Soft and hard skills
- Lesson 18. Job interview preparation
- Lesson 19. Describing a job offer
- Lesson 20. Module review: test and role-plays

Teaching methods:

Classroom (online) learning: language practice

Practical exercises include:

- discussions on technical topics
- role-plays simulating workplace situations
- oral presentations and debates in English

These activities help students build confidence and communicate effectively at a professional level.

Independent study includes:

- reading supplementary materials
- watching educational videos

Discussion takes place in a closed Telegram group between online sessions.

Learning environment description:

Online sessions are conducted via Zoom with video.
Google Documents is used during training.
The study environment includes theoretical and practical tasks, as well as homework distribution and feedback.
Group size: 4–10 students.
One online session lasts 2 academic hours (45 minutes each).
Classes are held twice per week.

Study materials:

All study materials are provided electronically.

Assessment and completion requirements:

- Participation in at least 80% of online sessions
- Completion of all homework assignments
- Final test and practical assessment

Issued documents upon completion:

- **Certificate** — issued if all requirements are met (attendance ≥ 80%, tasks completed, final test passed)
- **Statement of Participation** — issued if learning outcomes were not achieved but the student participated
- **Attendance confirmation** — issued based on attended hours (minimum 50%)

Instructor qualifications:

Alina Zhafiarova

- Language training specialist with 10 years of experience
- 5 years of adult-education experience
- C2-level English proficiency certificate