

IEEE English for Technical Professionals

An IEEE eLearning program for non-native English speakers working in technical environments



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.

Lessons include techniques for English reading, listening, speaking, and writing in many topics, such as:

- Working with business and company documents
- Understanding engineering concepts and complexity
- Using white papers
- Making recommendations
- Interpreting data
- Ethical persuasion for technical projects
- Reading proposals and requests for proposals
- Working with unfamiliar technical terms and details
- Working with unfamiliar technical terms, jargon, and buzzwords
- Strengthening written positions based on technical literature

IEEE English for Technical Professionals Quick Facts

Develop English communication skills through real-life business scenarios essential to daily success as an engineer or technical professional at work and when studying technical concepts at the university level

Lessons developed and peer reviewed by experts in their fields

Certificates awarded upon successful completion of each lesson, as well as the full program

Available on-demand through IEEE *Xplore*® and the IEEE Learning Network (ILN); or, order files to load on a company LMS

Interactive knowledge checks and quizzes along the way help guide and improve skill development

A planned upgrade includes instant feedback tool in 2021. Online program upgrades included in price for subscribers on IEEE *Xplore* and the IEEE Learning Network.

Organizational pricing available: pay one price for perpetual access for all users in an organization.

For a custom quote, contact an IEEE Sales Representative.

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IEEE English for Technical Professionals

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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