

Studying and learning

by Adrian Doff

3. **courses.** Read the examples, and point out that you can *take* or *do* a course – these mean the same.

Check that students understand:

- a post-graduate course (= one you do after you have graduated)
- a full-time course (five days a week – you do nothing else)
- a part-time course (maybe one or two days a week – you might do a job at the same time)
- a five-day course = it continues for five days, etc.

Ask students if they have been on any courses as part of their job, or earlier in their life. Ask them what the course was, whether it was full- or part-time, and how long it lasted.

4. **learning.** Read the examples. Ask students what they had to learn to do in order to do their job (e.g. *learned how to use a computer, learned how to type, learned how to use Excel, learned how to make good coffee*). Encourage them to use *learned how to* in their answers.

Give a few other situations, to check that students understand the difference, e.g.:

I went to Art college. Did I learn art or did I study art?

My wife is French and she taught me French. Did I learn or study it?

Practice

1. Talk or write:

Students write part of a letter of application (just a short paragraph, as in the examples at the top of the worksheet). Then ask them to read out what they have written.

Alternative: Give students a few moments to think about what they have studied, etc., and possibly make a few notes. Then ask them in turn to tell you about it.

Larger classes: Do this as pairwork, then ask a few students what their partner told them.

2. Exercises:

Do the exercise together round the class; or let students do it alone or in pairs, then go through it together.

Possible answers:

- I studied design at Napier College for four years, from 1995 to 1999.
- She graduated from Oslo University in 2001.
- He did (took) a post-graduate course in business management.
- I studied for a BA in economics at London University.
- I went to Humboldt College, where I took a part-time course in accountancy.
After leaving Humboldt College, I took a part-time course in accountancy.

Other language areas you could explore:

1. other expressions for *stages of life*

- *was born in, grew up in, moved to, went to live in, went to school*
- *started work, worked for, worked as*

2. knowledge

- *know (a lot) about, have (considerable) knowledge of, be an expert in*
- *know how to, be good at*

3. experience

- *have experience of, be familiar with*

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BUSINESS & ESP WORKSHEET

A After leaving school, I **studied for** an MBA **at** City College, Brighton. Then I **took a six-month course in computer programming** **at** Cadbury College, Bristol.

B I **graduated from** the University of Budapest with a **BSc in architecture**, and then worked as a trainee with Leher & Partners. During this period I **learned how to use** Vectorworks and AutoCAD.

C I **studied** for four years at the Vaasa School of Economics, Finland. The **subjects** I studied included **business administration, commerce and business English**.

studying

You study a subject: I **studied** engineering.

You study at a university or college: I **studied at** Blakewell College, London.

You study for a degree: I **studied for** an MA in Marketing.

Kinds of degree

MA = Master of Arts

BSc = Bachelor of Science

Dipl Eng = Diploma in Engineering

BA = Bachelor of Arts

MBA = Master of Business Administration

BA and BSc are **first** degrees (= after your first course of study)

MA and MBA are **second** or **postgraduate** degrees (= you already have one degree)

Subjects

business administration

engineering

technology

architecture

design

computing

finance

marketing

law

art

accounting (accountancy)

management

tourism

economics

commerce

Stages of studying

I	started went to	college	in 2002.
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I	was at college was a student studied	design	from 2002 to 2006.
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I	left college graduated	in 2006.
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I	graduated from	Keele University Brighton College	with	a BSc. a degree in law.
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courses

take do	a course in ...	I did a six-week course in typing. She took a full-time course in media studies.
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a	training computer post-graduate	course	a	full-time part-time	course	a	five-day three-week two-year	course
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learning

Compare these sentences:


I **learned** Chinese in Hong Kong. (= at a language school, or by myself)

I **studied** Chinese in Hong Kong. (= at university)

For practical skills, you can say *learn to* or *learn how to*:

I **learned to** type from a CD-ROM called 'The Typing Tutor'.

You must **learn how to** use Excel if you want to work in an office.

Talk or write 

Write part of a letter of application. Say where, when and what you studied, what courses you went on, or what skills you learned. Use the examples at the top of this worksheet to help you.

Exercise

Expand these notes into full sentences.

- a) I studied design Napier College four years 1995 1999
- b) She graduated University Oslo 2001
- c) He post-graduate course business management
- d) I studied BA economics London University
- e) When I student Berlin learned write business letters German
- f) Humboldt College part-time course accountancy