

## ABSTRACT

Title	<b>A Common European Framework of Reference for Professional Language and Communication Competencies (CEF Professional)</b>
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Date	15 November 2007
<p>This CEF Professional Website Handbook describes the work of the CEF Professional project, an EU-funded Leonardo da Vinci project in 2005-2007. The purpose of the project is to help practitioners of LSP (Language for Specific Purposes), VOLL (Vocationally Oriented Language Learning) and LCPP (Language and Communication for Professional Purposes) to tailor targeted language and communication (LC) courses to groups of professionals. The members of the partnership come from Finland, Germany, Poland, Bulgaria, Hungary and the Netherlands. The project was jointly coordinated by Jyväskylä University of Applied Sciences and Helsinki Polytechnic Stadia.</p> <p>The outcomes of the project are CEF Professional <b>Profiles</b>, socio-cultural descriptions of professionals in the fields of Technology, Business, Health Care and Law. The use of Profiles for teaching real classes is documented in <b>experimentation reports</b>. The process of how to tailor courses is described in <b>Guidelines</b> for tailored LCPP teaching. Two <b>model courses</b> were created applying the CEF Professional process. The above outcomes were piloted in two <b>teacher training seminars</b> in Germany and Finland.</p> <p>Several methods were used for collecting information about professionals and their LC needs in this project. <b>Workplace documents</b> and <b>professional</b> employer/employee information was used to collect background information. <b>Interviews at workplaces</b> and <b>needs analyses</b> to alumni, groups of trainees and adult student groups were used to add detail to more general knowledge. Experiential knowledge was also collected interviewing <b>degree programme managers</b> and <b>lecturers</b> of different fields.</p> <p>The experimentation in the project showed that the Profiles provide sufficient depth for <b>course design purposes</b>, especially the context information for communication events. For <b>planning course activities</b> descriptions of the most frequent situations and the most demanding situations together with snapshots, stories of professionals' working days were found to be very useful. However, yet more detail needs to be added to make the Profile information useful for producing actual course material.</p>	
Key words	Vocationally Oriented Language Learning (VOLL), Languages for Specific Purposes (LSP); Language and Communication for Professional Purposes (LCPP), CEF Professional Profile

