

FOSTERING UNIVERSITY SUPPORT SERVICES AND PROCEDURES FOR FULL PARTICIPATION  
IN THE EUROPEAN HIGHER EDUCATION AREA – FUSE

# English in Higher Education Administration

**Elementary Course**

Jasmina Đorđević  
Savka Blagojević  
Biljana Mišić Ilić





# ENGLISH IN HIGHER EDUCATION ADMINISTRATION

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Elementary course**

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**For the publisher**  
Dr Dragan Antić

**Authors**  
Dr Jasmina Đorđević  
Dr Savka Blagojević  
Dr Biljana Mišić Ilić

**Reviewers**  
Dr Tatjana Đurović  
Dr Vesna Lopičić  
Dr Vladan Pavlović

**Proofreaders and consultants**  
Marija Stojković, MA  
Dr Branka Milenković  
Sonja Stojanović

**Technical design**  
Dr Jasmina Đorđević

**Cover design**  
Dr Dušan Stamenković

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## English in Higher Education Administration

This elementary course is intended for people working or training to work in higher education student administration with international students and researchers.

Administrative staff from student services need certain skills and knowledge of English that go beyond the range of ordinary language courses. English in Higher Education Administration is a practical course that helps administration staff gain such knowledge. It can be used as a short, intensive specialist course, or integrated into a longer and more general English language course since it contains a range of materials for listening and reading, covering a variety of real-life situations in higher education administration.

The course aims to develop all four language skills (listening, speaking, reading and writing), with special emphasis on vocabulary acquisition and functional accuracy. The book contains a special grammar reference section and a comprehensive glossary of higher education administration terminology. The accompanying audio CD contains the dialogues and listening sections from all the units.

The units and activities are aimed at steadily developing both the learner's competence and confidence, so that by the end of the course they will be able to carry out their communicative tasks effectively.

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