**Guidelines for the English colloquium with doctoral students**

**Objective**:

To assess and enhance your ability to present an outline of your thesis to an international audience, both in written and oral forms. The task is conceived in a form that could possibly provide some useful feedback on your English (or another foreign language). It is strongly advised that you take this exam early on in order to avoid the danger of being short of any available terms towards the end of the semester.

**Assessment criteria**:

Assessment will be based on your paper (its academic structure and accuracy, the relevance of vocabulary, syntax and grammar) and oral communication (fluency, oral interaction and clarity of presentation). You will receive feedback on your performance after the colloquium.

**Procedure**:

Write a 3-4 page paper in English, based on the abstract of your doctoral thesis, and e-mail it to irma.hvorecka@fhs.cuni.cz before/on the date of your registration in SIS. Shortly after the deadline, usually within one week or two, you will be e-mailed an invitation to the colloquium. Please respect that after the deadline (that is both date and time) your paper cannot be accepted.

**Useful points**:

Your paper of 3-4 pages should discuss the topic of your thesis. It is expected to comply with the usual standards of academic writing: it should be clearly structured, the introduction is supposed to outline the main thought line and hypotheses, the body (the what’s, why’s and how’s of your project/research) is to be well-developed and paragraphed and the closing paragraph should summarize all the main points. Please respect quoting standards (copying from the net is NOT acceptable and may be taken for plagiarism) and attach all relevant references.

The level of English should comply with academic standards. Special care should be given to links and textual referencing (i.e. articles, determinatives, conjunctions, etc.) and any redundancies, truisms and repetitions should be eliminated. The focus is on quality and accuracy, not on quantity and length.

Consulting a guide on academic essay-writing may be very helpful. There are many excellent references easily available on-line.

***Colloquium***: The colloquium lasts about 30 minutes. You will be asked to introduce your project/thesis (not more than 10 minutes) and it is useful to time your intended presentation carefully. Please be prepared that you may be interrupted during your talk and invited to discuss a few additional questions.

GOOD LUCK!