

AI-Assisted English Proficiency for University Administrators

17-21 October 2025

Classes will be held between 09.00-13.00

- **Duration:** 20 contact hours (5 days × 4 hours) Initial level of English: B1 level or higher

Course Objectives:

- Write clear, professional English emails, reports, proposals, and promotional texts with AI support
- Speak confidently in meetings, presentations, networking, and challenging conversations
- Use AI tools (like ChatGPT, QuillBot, or DeepL Write) to draft, correct, rephrase, and practice English for real tasks
- Represent your HEI effectively in English, both spoken and written

Materials:

- Course workbook (key phrases, frameworks, examples)
- Audio/video examples of effective workplace English

Session 1: Confident English Emails and Everyday Conversations

- Needs for English at work
- How AI can support workplace English
- AI tools and how they help
- Theory behind writing a professional email (requests, responses, updates)
- Practice: Using ChatGPT to draft, polish, or clarify emails
- Using ChatGPT to generate conversation prompts and suggested replies
- Handling short conversations (greetings, clarifications, small talk)
- Talking with colleagues/students in day-to-day contexts
- Common work dialogues + ways to receive AI feedback

Session 2: Reports, Proposals, and Policy Communication

- Structuring clear reports & proposals
- Using ChatGPT to outline, expand, and simplify complex ideas; using QuillBot to rephrase sections for clarity
- Drafting sections of a proposal or internal report
- Using ChatGPT to create scripts for explaining processes; DeepL Write to check grammar and tone
- Explaining policies & procedures in simple, professional English
- Addressing complaints or difficult requests politely

Session 3: Meetings and Presentations

- Participating in meetings — agreeing, disagreeing, clarifying points
- Using ChatGPT to generate phrase banks, sentence starters, and alternative ways of expressing agreement/disagreement
- Online and in-person meeting simulations with peer and instructor feedback
- Using ChatGPT to co-create slide outlines & speaker notes; QuillBot to improve slide text for clarity
- Structuring and delivering short talks (about the department/services)
- Giving 3–5 minute mini-presentations + self assessment

Session 4: Promotion, Networking, and International Representation

- Using ChatGPT to generate or improve marketing texts; DeepL Write to polish grammar and professional tone
- Creating website/promotional content for HEI departments
- Drafting short website or brochure texts
- Introducing yourself/your team in networking or international events
- Using ChatGPT to refine pitches for tone & fluency
- Elevator pitches for services, funding needs, or personal skills

Session 5: Summarizing, Translating, and Real-Life Simulations

- Using ChatGPT to summarize long texts; using QuillBot to rewrite internal notes in simpler language; using DeepL Write to ensure correct grammar
- Summarizing meetings and updates
- Transforming detailed minutes into short executive summaries
- Responding to a complaint
- Introducing policies to international visitors
- Promoting the HEI at a virtual fair
- Pitching a department's funding needs
- Final reflection

BIOGRAPHY for Course Instructor

Dr. Anna Wells



Anna Wells is an experienced educator and academic with a strong international background in English language teaching, academic skills development, and higher education research. She holds a Doctor of Philosophy in Education from the University of Oxford, where she has taught postgraduate seminars and lectures on internationalisation and academic communication since 2010. Anna also holds an MA in Applied Linguistics and TESOL from Oxford Brookes University and a BA in English Studies from the University of Portsmouth.

Her teaching career spans over two decades across Latvia, the UK, and Limassol, including roles in curriculum design, research methods instruction, and IELTS/TOEFL preparation. She has held academic leadership positions such as Programme Director and Accreditation Manager at the Higher School of Social Technologies in Riga.

Anna's research focuses on the internationalisation of higher education and student mobility, with publications in the *European Educational Research Journal* and *Procedia – Social and Behavioural Sciences*. She has presented at international conferences and contributed to multilingual comparative research in linguistics and language education.

Fluent in Russian, Latvian, and English, and conversant in French, Italian, and Greek, Anna brings a multilingual, cross-cultural perspective to all her work in teaching and research.

Info Package for

Artificial Intelligence (AI)- Assisted English Proficiency for University Administrators Course

Bodrum Institute will be organizing the “AI-Assisted English Proficiency for University Administrators Course” between **17-21 October 2025** in **Bodrum-Turkey**, the place where history and contemporary Bodrum life are blended to create a perfect academic atmosphere. It is not surprising that Bodrum, with its archeological, historical and natural beauties, has turned into a center of attraction that welcomes people from all corners of the world.





About Bodrum+ Institute

Being aware of the advantages of Bodrum, and the impact of the intellectual level of The Fisherman of Halicarnassus sent to the Blue Exile, Bodrum+ Institute was established to bring the scholars to Bodrum and to create permanent ties between the local people and the intellectual accumulation at the global level is intended.

Please check the link www.bodruminstitute.com

E-mail: info@bodruminstitute.com

Social Media Accounts (Please track our social media accounts timeline to observe previous academic activities)

X / Twitter		@BodrumInstitute
Instagram		@bodruminstitute
Linkedin		@bodruminstitute
Youtube		@BodrumInstitute

Logistical Information

Transportation to Bodrum and the Hotel

The central location of the venue of the Summer School and the hotel provides many alternatives for transporting around the city. There are many transportation options for those who plan to travel to Bodrum by plane.

The main Airport in Bodrum is **Milas-Bodrum Airport** (BJV): <https://milas-bodrumairport.com/>

Bodrum Institute recommends you use Milas-Bodrum Airport.

Alternatively, it is possible to use **Kos Airport (KGS)**: <https://www.kgs-airport.gr/en>

In case of preferring to use Kos Airport, the applicants should take a 20-40 minute ferry from Kos Island to Bodrum Port (Kale Port or Cruise Port). For details check the link

<https://www.bilet.com/en/ferry/search?adapter=erturk&nereden=bodrum&nereye=kos&gidis=26.05.2024&yetiskin=1>

From/to Kos Airport to the Kos Sea Port by Public Transportation please check the link:

<https://ktel-kos.gr/en/airport-itineraries/>

The ones who prefer to come Bodrum Port by sealines, from the Bodrum Port to the Hotel you are advised to take a taxi which is around 3 km distance.

You can follow the steps below for public transportation from Milas-Bodrum Airport to Hotel:

- The participants can use HAVAS BUS (<https://havas.net/en/bus-services>) which is running between the airport and Bodrum Old Bus Station. You can pay cash to HAVAS bus. HAVAS provides service for all arriving flights. In addition to the HAVAS, you can also take MUSTAS bus to Bodrum Old Bus Station located city center.
- HAVAS or MUTAS directly arrive at Bodrum Old Bus Station located city center and need to take another Dolmuş to Gümbet to reach the Hotel. You can either pay cash, or with credit card or buy a prepaid and reloadable travel card called ‘Muglakart’ which is valid in all parts of Mugla. You can use ‘Muglakart App’ for reloading the card. Please note that the application requires an internet connection.
- Alternatively, if you wish to take a private taxi from the airport to the Serpina Hotel, it costs around 2.000 Turkish Lira depending on the exchange rate. (1 Euro = 50 TL)

Accommodation and the Venue

Bodrum Institute prefers the participants stay at Serpina Hotel (www.serpinahotel.com) in Gümbet-Bodrum. (3+ star hotel), **nightly rate for a single room, including breakfast, is € 60**. However, the participants can choose to stay at another hotel. But please be aware that it is on your own responsibility to be at Serpina Hotel on time for daily programme.



Bodrum Institute prefers Serpina Hotel in Gümbet. The rooms, at Serpina Hotel, have already been booked through Bodrum Institute regarding your response on your application form. The participants are expected to **check in on 16th October and can check out on 21st October 2025** (the day before and the last day of the course). For an (earlier or after) extended stay please contact the admin staff, Mr.Bedi Çelik, for details. bedi@bodruminstitute.com.tr

Address: Gümbet, Mister Hadi Sk. No: 1, 48400 Bodrum/Muğla

Google Map link: <https://g.page/SerpinaHotel?share>

Catering and Dining

During the training coffee and tea will be serviced and food will not be served.

Dress Code

The dress code for all participants is CASUAL.

Electrical Appliances

The voltage is **220V** throughout Turkey. Double round pin plugs are used, and you are advised to bring with you any **adapters** you may need for your electrical appliances (such as mobile phone, laptop, hairdryer, etc.).

Currency and Shopping

There are cash machines and exchange centers in many parts of Bodrum. Credit cards are widely accepted in shops and restaurants (ID is required); however, smaller establishments may not accept cards, and you are advised to carry at least some cash for daily expenses. Participants are advised to change any foreign currency into Turkish Lira either in their home countries or upon their arrival at the airport (make sure you have enough time to do so).

Health and Safety

Please note that you are solely responsible to ensure sufficient health insurance coverage for the duration of your stay in Bodrum/Turkey. The participants are advised to take the necessary precautions and bring necessary medication with them.

VISA Information

Please check the link if you need to obtain visa.

<https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

The Electronic Visa (e-Visa) Application System allows visitors travelling to Türkiye to easily obtain their e-Visas online (www.evisa.gov.tr), in approximately three minutes.

<https://www.evisa.gov.tr/en/>

More Information

All the information related to the academic component of the module will be available at Bodrum Institute website (<https://bodruminstitute.com/en/>).

Please check the link for more info on Bodrum: <https://bodrum.bel.tr/en/>

Point of Contact

For any logistical need please send an email to

Mr. Bedi Çelik bedi@bodruminstitute.com.tr