



Course Unit: Business English I

Semester	2
Hours/week	2
Contact hours	32 hrs
Individual study	56 hrs

Language of Tuition	English
Group Size	30
Credit Points (ECTS)	3
Lecturer	Faulstich

Objectives: Business English I offers a sound introduction to various fields of usage and lexis. At the same time it provides ample opportunity to practice the newly-acquired skills and to improve one's listening and reading comprehension skills. The target language is selectively introduced on a need-to-know basis. Students who would like to extend their language skills should consider taking Business English II and III (International Module, B 09).

Contents:

1. Meeting business partners
2. Getting things done
3. Making a short presentation
4. Informal emails
5. Achieving objectives
6. Dealing with problems
7. Making a recommendation
8. Writing Memos
9. Brainstorming solutions

Methods: The course mainly focuses on oral competence within an international business context. Students should get familiar with vocabulary and phrases required in business communication, especially in situations such as socialising and telephoning. Furthermore, they should develop sensitivity to different cultural situations.

Generic skills: Communicative skills, presentation skills, intercultural awareness, team orientation

Recommendations: Groups are formed on the basis of a computer-based placement test. The test results are used to ensure homogeneous groups and a positive learning environment for every course participants. For more information, please consult:
http://www.rheinahrcampus.de/Computer-based_placement_test.2531.o.html?&L=0

Active and regular participation is compulsory.

Assessment: Continuous assessment (including various shorter pieces of written work); final presentation and written exam.

Literature

Johnson, Christine, *Intelligent Business Intermediate. Skills Book (with CD-Rom)*, Harlow: Pearson Longman 2005 [ISBN: 978-0-582-84797-2]