

Business English						
Module Code	Workload	Credits	Semester	Frequency of Module	Duration	
	270 hrs.	9	1 + 2	Each semester	2 Semester	
1	Module Components		Teaching Language	Contact Hours	Self Study	Class Size
	a) Business English 1		a) English	a) 45 hrs.	a) 105 hrs.	a) 30
	b) Team Dynamics		b) Deutsch	b) 11,25 hrs.	b) 18,75 hrs.	b) 30
	c) Business English 2		c) English	c) 22,5 hrs.	c) 67,5 hrs.	c) 30
2	Learning Outcomes					
	<p>The reference level of this module is C1 according to the Common European Framework of Reference for Languages (CEFR). After successful participation in the module the students</p>					
	<p>Knowledge (1)</p> <ul style="list-style-type: none"> ... can define and describe salient aspects of team work, with special emphasis on the multicultural environment ... can actively recognize and use vocabulary of different business fields (e.g. Presentations, Marketing, Ethics, Finance, Strategy, Online business, New business, Project management ...) ... can integrate varied sentence structure and writing devices ... can introduce citations and references in an essay and a report ... can introduce vocabulary and expressions to express their opinions ... can revise an essay to add academic character ... know collocations to increase fluency in writing ... know the conventions for writing an academic essay/paper 					
	<p>Comprehension (2)</p> <ul style="list-style-type: none"> ... can identify obstacles to effective teamwork and create synergies for success ... can comprehend and discuss authentic reading texts from business sources ... can evaluate and differentiate between alternative approaches in multicultural team work ... can examine economic discourse ... can identify and evaluate own and other's contribution or non-contribution to creating alignment in the group ... can identify key words in questions and texts; skim texts to gather information ... can understand listening texts featuring different business fields 					

	<p>Learning Outcomes</p> <p>Application (3)</p> <ul style="list-style-type: none"> ... can apply various techniques to facilitate task achievement within a harmonious working atmosphere ... can apply academic reading, note taking and writing techniques ... can design a survey to gather data for a report ... can participate actively in meetings, negotiations and teleconferences ... can plan and manage a project meeting ... can present a clearly-structured business presentation using rhetorical techniques ... can use grammatical structures correctly in business contexts ... can write business letters/emails, text summaries and academic essays
<p>3</p>	<p>Individual Component Content</p> <p>a) - listening, reading, writing, speaking</p> <ul style="list-style-type: none"> - grammar - vocabulary for successful business communication - presentations - reports / essays - project work & discussion - ... <p>b) Psychology of team dynamics</p> <p>c) - listening, reading, writing, speaking</p> <ul style="list-style-type: none"> - grammar - vocabulary for successful business communication - presentations - reports / essays - project work & discussion - ...
<p>4</p>	<p>Teaching Methods</p> <p>a) Seminar</p> <p>b) Seminar</p> <p>c) Seminar</p>
<p>5</p>	<p>Prerequisites</p> <p>None</p>

6	<p>Methods of Assessment</p> <p>a) Graded Assessment 1sbA (50 %) (Practical Work) (5 LP insgesamt für alle Teilprüfungsleistung dieser Lehrveranstaltung)¹</p> <p>a) Graded Assessment 1K (50 %) (Written Exam)¹</p> <p>b) Non Graded Assessment 1sbA (Practical Work) (1 LP)</p> <p>c) Graded Assessment 1K (50 %) (Written Exam) (3 LP insgesamt für alle Teilprüfungsleistung dieser Lehrveranstaltung)¹</p> <p>c) Graded Assessment 1sbA (50 %) (Practical Work)¹</p>
7	<p>Applicability of Module</p> <p>Business Management and Psychology B.A. (BMP)</p>
8	<p>Person Responsible for Module</p> <p>Studiendekan</p>
9	<p>Reading List (Core Texts and Recommended Texts)</p> <p>a) Lecturer's own handouts</p> <p>Course Book: (units 1, 4, 6, 7, 9, 10,11,12 and Working across Cultures): Dubicka, I.O Keefe, M. (2016). Advanced Market Leader 3rd Edition Extra: Business English Course Book. Pearson Education Limited</p> <p>Course book (Units 1-4): Williams, J. (2013). LEAP Reading and Writing: Upper-Intermediate. Canada: Pearson ELT</p> <p>b) Covey, Stephen, (1990) Seven Habits of Highly Effective People, Simon & Schuster, New York</p> <p>Katzenbach, Jon & Douglas Smith, (1993) The Wisdom of Teams: Creating the High-performance Organisation, Harvard Business School Press, Cambridge</p> <p>c) Course book (Units 5-8): Williams, Julia (2013). LEAP Advanced: Reading and Writing. Canada: Pearson ELT</p> <p>Course Book: (units 1, 4, 6, 7, 9, 10,11,12 and Working across Cultures): Dubicka, I.O Keefe, M. (2016). Advanced Market Leader 3rd Edition Extra: Business English Course Book. Pearson Education Limite</p> <p>Lecturer's own handouts</p>

¹ This graded assessment is only considered passed when all components of the assignment have received a minimum grade of "adequate", (4.0).