

t.EB2 - Business English 2

Person responsible for the course: David Stamm, stam

Credits: 1,5

Valid for: 2010/2011

Last saved: 31.12.2012 00:00

Learning objectives:

t.EB2 is the follow-up module of t.EB1 and prepares students for the proficient use of English in their future professional career by discussing business topics, reading authentic specialist articles at an advanced level, doing case studies as well as practising important business skills such as negotiating, chairing meetings, setting up crisis management strategies, presenting at meetings, writing formal reports and proposals, etc.

Course content:

Topics: Cultural Awareness in Business, crisis Management, business ethics, team building, finance

Business Skills:

Social English

Business small talk

Summarising an article (oral exam)

Press conference

Dealing with difficult questions

Giving your opinion (oral exam)

Negotiating

Problem solving

Chairing meetings

Job interviews

Business Writing / Grammar:

Reports

Passive (in reports & abstracts)

Inversion for emphasis

Linking

Conditionals (in negotiations)

Multi-word verbs

Cover letter / letter of application

Business idioms

Previous knowledge:

t.EB1 - Business English 1

Teaching method:

| Type of lesson: | Number of lessons per week: |
|--------------------|-----------------------------|
| Lecture | 14x2L |
| Tutorial/Practicum | |
| Group teaching | |
| Block instruction | |
| Seminar | |

Assessment:

According to the table or as specified in writing by the lecture at the beginning of the semester!

| Number | Type | Weighting |
|--------|--------------------------|-----------|
| 1 | End of term exam | 70% |
| 1 | Exam during the semester | 30% |
| | Further assessments | |

Language of instruction:

E

Instruction material:

Set of lecture notes including different topics (see below), newspaper articles (Financial Times), writing files and case studies.

Business vocabulary & grammar

Comments:

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