

## t.EB1 - Business English 1

**Person responsible for the course:** David Stamm, stam

**Credits:** 1,5

**Valid for:** 2011/2012

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### Learning objectives:

EB 1 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 developing telephone strategies, describing graphs and charts, managing meetings, presenting, writing e-mails, business letters, letters of application, etc.

### Course content:

Topics: Globalisation, money, innovation, employment

Business Skills: Managing difficult phone calls, comparing products & services, describing trends, dealing with figures, presenting at meetings, managing meetings

Business Writing / Applied Grammar: E-mails, comparison, formal business letter (inquiry, tenses in descriptions, formal business letter (complaint / apology, relative clauses, CV and cover letter (job application)

### Previous knowledge:

B2

### 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:

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**Instruction material:**

Material:

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

Business vocabulary & grammar

Business writing skills dossier

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**Comments:**

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