

t.EB2 - Business English 2

Person responsible for the course:	David Stamm, stam
Responsible OU:	LCC
ECTS:	1,5
Valid for:	2012/2013
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Expertise:

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Methodological skills:

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Social skills:

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Personal skills:

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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	
Block instruction	

Assessment:

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

description	type	form	scope	assessment	weighting
Performance records during school hours	mixed	w/o		grading	40%
Semester end exam	test	w		grading	60%

Language of instruction:

E

Instruction material:

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

Business vocabulary & grammar

Additional literature:

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Comments:

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