

## MODULE DESCRIPTION

Study course	Faculty 5 - Business Administration (Bachelor of Arts, applied)
Study location	Cottbus-Sachsendorf
Module title	English for Company Management (Englisch für Unternehmensmanagement)
Duration	1 semester
Frequency of offer	every semester
Forms of teaching and Proportion	Seminar (4 SWS = 4 lessons per week) Self-organised studies: 60 hours per semester
Responsible Staff Member	Ms Ramona Drews
Semester	any
Credit points	0
Limited number of Participants	15
Prerequisites	Knowledge of English on a CEFR level B1 / B2
Module examination	Continuous Assessment (MCA)
Learning Outcome	<p><i>Main goals</i></p> <ul style="list-style-type: none"> <li>➤ Acquiring specific vocabulary of Business English</li> <li>➤ Consolidating and extending existing vocabulary</li> <li>➤ Consolidating and use of basic grammar structures</li> </ul> <p><i>Focus is on teaching specialist, methodical, communicative and intercultural competencies Skills improvement:</i></p> <ol style="list-style-type: none"> <li>1. <u>Reception</u>: Capturing the meaning and understanding of specialized texts</li> <li>2. <u>Production</u>: Training and improving the ability of managing business communication in a structured way</li> <li>3. <u>Interaction</u>: Transferring complex English issues into German and vice versa</li> </ol>

<p>Contents</p>	<ul style="list-style-type: none"> <li>➤ Communicating in business (telephoning; meeting and entertaining business partners; making appointments)</li> <li>➤ Handling basic business correspondence</li> <li>➤ Managing everyday business situations</li> <li>➤ Working on texts dealing with diverse business topics</li> </ul>
<p>Teaching Materials</p>	<ul style="list-style-type: none"> <li>➤ Language and grammar books</li> <li>➤ General and specialised dictionaries</li> <li>➤ Articles of trade journals and the internet</li> <li>➤ Language videos and CDs</li> </ul>
<p>Literature</p>	<ul style="list-style-type: none"> <li>➤ <i>Bill Mascull: Business vocabulary in Use (Intermediate); Cambridge University Press (2010)</i></li> <li>➤ <i>Carole Eilertson &amp; Mike Hogan: Basis for Business B1; Cornelsen (2014)</i></li> <li>➤ <i>Longman: Longman dictionary of Contemporary English; 6<sup>th</sup> edition (2016)</i></li> <li>➤ <i>Michael Duckworth: Business Grammar and Practice; Oxford University Press (2010)</i></li> <li>➤ <i>Spotlight Verlag: Business Spotlight – Englisch für den Beruf (Magazine)</i></li> <li>➤ <i>Steve Flinders: Test your Professional English - Business Intermediate; Pearson ESL (2008)</i></li> </ul>