

MODULE DESCRIPTION

Study Course	Faculty 5 - Business Administration (Bachelor of Arts, applied)
Location	Cottbus-Sachsendorf
Module Title	Business English
Duration of the Course	1 semester (4 SWS = 4 hours per week)
Frequency of Offer	Every summer semester
Form of Teaching and Proportion	Seminar / 4 SWS / Self-organised studies: 60 hours
Responsible Staff Member	Ms Ramona Drews
Semester	4 th semester
Credit Points	5
Limited Number of Participants	20
Prerequisites	General knowledge of English on a CEFR level B1+ / B2
Module Examination	Exam paper: 120 min. (B2 / B2 ⁺)
Learning Outcome	<ul style="list-style-type: none"> ○ Consolidating and enhancing vocabulary in business contexts ○ Focus on enhancing accuracy and eliminating errors ○ Increasing fluency through fixed expressions and phrasal verbs ○ Emphasis is put on teaching communicative and intercultural competencies ○ Skills to be developed: <ol style="list-style-type: none"> 1. Reading and understanding of complex texts 2. Writing clear, well-structured texts 3. Listening for gist and details 4. Ability of managing communicative situations in business contexts 5. Translating complex texts into English / German

<p>Contents/Topics</p>	<ul style="list-style-type: none"> ➤ Common terms of payment and delivery ➤ Communicating in business ➤ Discussing business topics ➤ Entertaining clients ➤ Financial matters ➤ Preparing presentations ➤ Travelling on business
<p>Teaching Materials</p>	<ul style="list-style-type: none"> ➤ Textbooks including CDs ➤ Grammar reference books ➤ Newspaper articles ➤ Websites & Videos
<p>Literature</p>	<ul style="list-style-type: none"> ➤ <i>Cambridge University: Business Benchmark</i>; Norman Whitby (2008) ➤ <i>Cornelsen: Career Express – Business English B2</i>; Gerlinde Butzphal, Jane Maier-Fairclough (2014) ➤ <i>Klett: Business Proficiency B2+/C1</i>, Stephanie Ashford, Dr. Tom Smith (2009) ➤ <i>Pearson Longman: Market Leader (3rd edition)</i>; David Cotton, David Falvey, Simon Kent (2010) ➤ <i>Pearson: Test your Professional English - Business Intermediate</i>; Steve Flinders (2008) ➤ <i>Oxford University Press: Business Grammar and Practice</i>; Michael Duckworth (2010) ➤ <i>Spotlight Verlag: Business Spotlight – Englisch für den Beruf</i>