

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 (4 SWS = 4 hours per week)
Frequency of offer	every semester
Forms of teaching and Proportion	Seminar (4 SWS = 4 hours per week) Self-organised studies: 60 hours
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"> ➤ Acquiring specific vocabulary of Business English ➤ Consolidating and extending existing vocabulary ➤ Consolidating and use of basic grammar structures <p><i>Focus is on teaching specialist, methodical, communicative and intercultural competencies Skills improvement:</i></p> <ol style="list-style-type: none"> 1. <u>Reception</u>: Capturing the meaning and understanding of specialized texts 2. <u>Production</u>: Training and improving the ability of managing business communication in a structured way 3. <u>Interaction</u>: Transferring complex English issues into German and vice versa

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