

## 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 <sup>th</sup> 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"> <li>○ Consolidating and enhancing vocabulary in business contexts</li> <li>○ Focus on enhancing accuracy and eliminating errors</li> <li>○ Increasing fluency through fixed expressions and phrasal verbs</li> <li>○ Emphasis is put on teaching communicative and intercultural competencies</li> <li>○ Skills to be developed:             <ol style="list-style-type: none"> <li>1. Reading and understanding of complex texts</li> <li>2. Writing clear, well-structured texts</li> <li>3. Listening for gist and details</li> <li>4. Ability of managing communicative situations in business contexts</li> <li>5. Translating complex texts into English / German</li> </ol> </li> </ul>

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