



## Course Unit: Business English II

<b>Semester</b>	3
<b>Hours per week</b>	2
<b>Contact hours (total)</b>	32 hrs
<b>Individual study</b>	28 hrs

<b>Language of Tuition/Assessment</b>	English
<b>Group size (max)</b>	30
<b>ECTS credits</b>	2
<b>Lecturer</b>	Faultstich

### Objectives:

The course builds up on the skills acquired in Business English I. Students should get familiar with vocabulary and phrases required in business communication, especially in situations such as entertaining customers, sustaining negotiations and presenting their companies/products. Furthermore, they should develop sensitivity to different cultural situations.

### Contents of the Course:

- Writing short factual reports
- Presenting an argument
- Negotiating
- Participating in meetings
- Dealing with formal correspondence
- Leading a meeting
- Concluding a presentation
- Celebrating success
- Writing minutes

### Methods:

As communication skills have to be developed, the focus will be on interactive teaching methods to give students the chance to improve listening comprehension and speaking performance; students will have to give short papers and take part in role plays and discussions.

### Recommendations / Prerequisites:

- Requires strong communicative skills in English.

**Assessment:** Continuous assessment; oral and written components

**Literature:** Johnson, Christine, *Intelligent Business Intermediate. Skills Book (with CD-Rom)*, Harlow: Pearson Longman 2005 [ISBN: 978-0-582-84797-2]