



## Course Unit: Business English III

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

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

### Objectives:

The course mainly focuses on interaction in international business environments. Students should increase their familiarity with vocabulary and phrases required in business communication to develop self-confidence in giving presentations and taking part in and chairing meetings. Furthermore, they should enhance their sensitivity to different cultural situations.

### Contents of the Course:

- Cultural Differences in Meetings and Negotiations
- Technology and Change
- Electronic Media
- Writing Business Letters
- Problem-solving
- Globalisation

### 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:

Course unit	Form of assessment	Exam dates		Grading scale
		Mid-term	Final	maximum score (out of 100)
Business English III	continuous assessment, oral and written components		x	50