

Winter semester 2006/2007

Diplom

Modul: Übergreifende Qualifikation / Internationalisierung

Bezeichnung des Faches: GLS 270 Business English II

Semester	2
Semesterwochenstunden	2
Kontaktzeit	32
Selbststudium	56

Lehrsprache	Englisch
Vorgesehene Gruppengröße	30

Lecturer: Jens Andreas Faulstich M.A., LfbA, Faulstich@RheinAhrCampus.de, Room A007

Course Outline

- Description: **Business English II** builds up on the skills acquired in Business English I. 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.
- Objectives: 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. They should also develop sensitivity to different cultural situations.
- Contents:
7. Handling Calls
 8. Making Decisions
 9. Big Business (optional)
 10. Small Talk
 11. Email
 12. Presenting
- Recommendations:
- Successful completion of Business English I recommended.
 - The successful completion of this course counts towards the English Language Certificate (please consult the respective flyers!).
 - This is the second semester of two compulsory courses in English for specific purposes; additional language options (Business English III, TOEFL Preparation Course and Business Spanish) are available for those who would like to deepen their language skills.
- Key qualifications:
- communication in an international business environment
 - presentations in an international environment
 - effective team work
 - individual language study for lifelong learning
- Set text: Powell, Mark, *in company intermediate*, London: Macmillan 2003 [via Hueber]
- Assessment:
- Students will take part in at least one test. Identifiable oral participation (e.g. presentations) and written pieces (e.g. documents for international applications) can make up a third of the assessment.
 - *Active and regular attendance is compulsory!*
- Last revised: **08 September 2006** *Enjoy the course!*