

Winter semester 2006/2007

Diplom

Modul: Übergreifende Qualifikation / Internationalisierung

Bezeichnung des Faches: GLS 170 Business English I

Semester	1
Semesterwochenstunden	2
Kontaktzeit	32
Selbststudium	56

Lehrsprache	Englisch
Vorgesehene Gruppengröße	30

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Course Outline

Description: **Business English I** offers a sound introduction to various fields of usage and lexis. At the same time it provides ample opportunity to practice the newly-acquired skills and to improve one's listening and reading comprehension skills. The target language is selectively introduced on a need-to-know basis. This is the first of two compulsory Business English courses.

Objectives: The course mainly focuses on oral competence within an international business context. Students should get familiar with vocabulary and phrases required in business communication, especially in situations such as socialising and telephoning. Furthermore, they should develop sensitivity to different cultural situations.

Contents:

1. International English
2. Making Contacts
3. Making Calls
4. Keeping Track
5. Business Travel
6. Business Presentations

Recommendations:

- The group allocations are based on students' performance in the placement test which was offered during your orientation week.
- The successful completion of this course counts towards the English Language Certificate (please consult the respective flyers for more information!).

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 can make up a third of the assessment.
- *Active and regular attendance is compulsory!*

Last revised: **08 September 2006**

Enjoy the course!