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## Summer Semester 2003

### GLS 170 Business English I

Please consult the current timetables for the details about lecturers, rooms and times; group allocations will be available after the compulsory Placement Test (cf. below).  
<http://www.rheinahrcampus.de/studserver/studserv.html> ]

**Contact hours:** 2 SWS

**Semester:** 1<sup>st</sup>

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#### Course Outline

**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. Meeting People
2. Telephoning
3. Companies
4. Exchanging Information
5. Reporting

**Requirments:** Registered second term students of "Gesundheits- und Sozialwirtschaft", "Logistik und E-Business" and "Sportmanagement". Compulsory entrance exam (Oxford Placement Test) only helps with selection of groups.

**Teaching method:** 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 take part in role plays and discussions.

**Assessment:** A maximum of 33 credit points can be achieved. At the end of the semester, students will take part in a test. Identifiable oral participation (e.g. presentations) and written essays can make up a third of the assessment for the course.

**Set text:**

- Hollett, Vicki: *Business Objectives: Student's Book*, Oxford: Oxford UP and Cornelsen 2001, [via Cornelsen: ISBN 3-464-03749-5; EUR 25,90].
- handouts, videos, CD-Roms

The entire course will be held in English. This is the first 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.

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Enjoy the course!