

---

## Summer Semester 2003

### GSL 470 Business English III

Please consult the current timetables for the details about lecturers, rooms and times.

[\[http://www.rheinahrcampus.de/studserver/studserv.html\]](http://www.rheinahrcampus.de/studserver/studserv.html)

**Contact hours:** 2 SWS

**Semester:** 4<sup>th</sup>

**Contact:** [language@RheinAhrCampus.de](mailto:language@RheinAhrCampus.de)

---

### Course Outline

**Objectives:** The course mainly focuses on an international business context. Students should get familiar 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:**

11. Planning.
12. Comparing Information.
13. Business Travel.
14. Company Visits.
15. Tackling Problems.

**Requirements:** Successful completion of Business English II recommended.

**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 give short papers and 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 pieces (e.g. CVs) 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 last semester of 3 compulsory courses in English for specific purposes. Please contact Jens Andreas Faulstich M.A. for more information about the English Language Certificate.

**Enjoy the course!**

