
Sommersemester 2007

Bachelor (B.A.)

Modul B09: International Module

Bezeichnung der Kurseinheit: Business English II

Semester	3
Semesterwochenstunden	2
Kontaktzeit	32 h
Selbststudium	28 h

Lehrsprache	Englisch
Vorgesehene Gruppengröße	30
Leistungspunkte (ECTS)	2

Lecturer: Jens Andreas Faulstich M.A., www.rheinahrcampus.de/Jens_Andreas_Faulstich.262.0.html

Course Outline:

Objectives: The course builds up on the skills acquired in Business English I. 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. Furthermore, they should develop sensitivity to different cultural situations.

Contents:

7. Handling Calls
8. Making Decisions
9. Big Business (optional)
10. Small Talk
11. Email
12. Presenting

Requirements: Successful completion of Business English I 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: Students will take part in at least one test. Identifiable oral participation (e.g. presentations) and written pieces (e.g. CVs) can make up a third of the assessment.

Set text:

- Powell, Mark, *in company intermediate*, London: Macmillan 2003 [via Hueber ISBN 3-19-002867-2 €27.95].
- handouts, videos, CD-Roms

The entire course will be held in English. 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.

Last revised: 15 January 2007

Enjoy the course!

