

2019.FS

Module Name: Business English 1	
Module Code	w.BA.XX.2BusE1-flex.XX
Module Description	Students are able to read and understand a wide variety of texts which are related to their Business English topics and to their core degree subjects. Through active participation in discussions and simulated meetings, students can express their opinions fluently and convincingly, contributing ideas and responding to them, using vocabulary and grammatical structures at the B2+ Level of the Common European Framework of References for Languages. Students are able to successfully structure their thoughts into a paragraph (i.e., topic sentence, supporting sentences, concluding sentence). Students are able to write a range of business emails.
Program and Specialization	§ Business Administration - Banking and Finance (FLEX) § Business Administration - General Management (Flex)
Legal Framework	Academic Regulations BSc dated 29.01.2009, Appendix to the Academic Regulations for the degree programs in Business Administration, Business Information Technology, and Business Law, first adopted on 12.05.2009
Module Category	Module Type: Compulsory
	Program Phase: First-Year Studies
ECTS	3
Organizational Unit	W Komm. & Mathem. in W&R Ltg.
Module Coordinator	Lenka Ulzega (ulze)
Deputy Module Coordinator	Igor Matic (matg)
Prerequisite Knowledge	University Admission (higher vocational diploma/Berufsmatura or Swiss federal School leaving diploma/Matura including English)
Contribution to Program Learning Goals (Affected by Module)	§ Professional Competence § Methodological Competence § Social Competence § Self-Competence
Contribution to Program Learning Objectives	Professional Competence § Knowing and Understanding Content of Theoretical and Practical Relevance § Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance § Evaluate Content of Theoretical and Practical Relevance Methodological Competence § Problem-Solving & Critical Thinking § Work Methods, Techniques, and Procedures § Information Literacy § Creativity & Innovation Social Competence § Written Communication § Oral Communication § Teamwork & Conflict Management § Intercultural Insight & Ability to Change Perspective Self-Competence § Self-Management & Self-Reflection § Ethical & Social Responsibility § Learning & Change
Module Learning Objectives	Students... § are able to develop and apply effective study techniques for learning vocabulary including core subject vocabulary. § are able to relate their business English knowledge to their core degree subjects. § are able to conduct business discussions. § are able to produce well-structured paragraphs discussing advantages/disadvantages/opinions with supporting arguments. § are able to understand a wide range of business texts and business correspondence. § are able to apply what they learn in this module to other work and study environments § are able to understand the most important points made in discussions, meetings, which are delivered at natural speed. § are able to actively take part in discussions by contributing ideas, expressing opinions fluently and responding to ideas of others. § are able to improve their knowledge and use of language through self-study and classroom work. § are able to provide constructive peer feedback

	§ are able to act on peer feedback in order to improve performance § are able to produce a range of business emails		
Module Content	§ Development of reading comprehension using texts from the course book and texts from a bank of business-related texts, a number of which are taken directly from the students' core degree subject material. § Development of writing skills, particularly paragraph and business email writing. § Development of listening skills using authentic audio material. § Development of business vocabulary, idiomatic expressions, and set expressions. § Revision and practice of grammatical structures. § Development of speaking skills through simulations of meetings, role play, and discussions in business-related contexts.		
Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2BM.XX w.BA.XX.2InE.XX w.BA.XX.2Mark.XX w.BA.XX.2OP.XX w.BA.XX.2SPM.XX		
Methods of Instruction	§ Interactive Instruction § Exercises § Problem-Oriented Teaching § Project Work § Simulated meeting § Discussions § Peer feedback	Social Settings Used: § Individual Work § Pair Work § Group Work	
Digital Resources	§ Teaching Videos § Teaching Materials § Practice and Application Exercises (with Key) § Additional reading texts and tasks		
Type of Instruction	Classroom Instruction	Guided Self-Study	Autonomous Self-Study
Large Class	-	-	
Small Class	12 h	46 h	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
Total	12 h	46 h	
Performance Assessment			
End-of-module exam	Form	Length (min.)	Weighting
Written exam	Closed book	60	50,00%
Permitted Resources	No calculator		
Others			
	Assessment	Length (min.)	Weighting
Writing Assessment	Grade	40	50,00%
oral Compulsory Task	Pass/Fail	30	-
Classroom Attendance Requirement	-		
Language of Instruction/Examination	English		
Compulsory Reading	Powell, M. & Allison, J. (2014). in company 3.0. London: Macmillan. ISBN 978-0-230-45535-1. Upper Intermediate Student's Book pack.		
Recommended Reading	As specified on Moodle		
Comments	Writing Assessment: If the student does not attend the writing assessment at all, zero (0) points will be given for this part of the assessment. Oral Compulsory Task: If the student does not attend the oral compulsory task or fails the oral compulsory task, this will result in a full-grade deduction in the end-of-module exam.		