

Valid for 2021.HS

<b>Module Name: Business English 1</b>			
Module Code	w.BA.XX.2BusE1.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 write well-structured paragraphs and a range of business emails.		
Program and Specialization	<ul style="list-style-type: none"> <li>§ Business Administration - Accounting, Controlling, Auditing</li> <li>§ Business Administration - Banking and Finance</li> <li>§ Business Administration - Economics and Politics</li> <li>§ Business Administration - General Management</li> <li>§ Business Administration - Risk and Insurance</li> <li>§ Business Information Technology</li> </ul>		
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Module Type:</b> Compulsory</td> <td style="width: 50%;"><b>Program Phase:</b> First-Year Studies</td> </tr> </table>	<b>Module Type:</b> Compulsory	<b>Program Phase:</b> First-Year Studies
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ECTS	3		
Organizational Unit	W Kommunikation in Wirtschaft und Recht		
Module Coordinator	Michelle Fawcett (buad)		
Deputy Module Coordinator	Patricia Judith Macmillan (mcmi)		
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)	<ul style="list-style-type: none"> <li>§ Professional Competence</li> <li>§ Methodological Competence</li> <li>§ Social Competence</li> <li>§ Self-Competence</li> </ul>		
Contribution to Program Learning Objectives	<ul style="list-style-type: none"> <li>Professional Competence <ul style="list-style-type: none"> <li>§ Knowing and Understanding Content of Theoretical and Practical Relevance</li> <li>§ Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance</li> <li>§ Evaluate Content of Theoretical and Practical Relevance</li> </ul> </li> <li>Methodological Competence <ul style="list-style-type: none"> <li>§ Problem-Solving &amp; Critical Thinking</li> <li>§ Work Methods, Techniques, and Procedures</li> <li>§ Information Literacy</li> <li>§ Creativity &amp; Innovation</li> </ul> </li> <li>Social Competence <ul style="list-style-type: none"> <li>§ Written Communication</li> <li>§ Oral Communication</li> <li>§ Teamwork &amp; Conflict Management</li> <li>§ Intercultural Insight &amp; Ability to Change Perspective</li> </ul> </li> <li>Self-Competence <ul style="list-style-type: none"> <li>§ Self-Management &amp; Self-Reflection</li> <li>§ Ethical &amp; Social Responsibility</li> <li>§ Learning &amp; Change</li> </ul> </li> </ul>		
Module Learning Objectives	<p>Students...</p> <ul style="list-style-type: none"> <li>§ are able to develop and apply effective study techniques for learning vocabulary including core subject vocabulary.</li> <li>§ are able to relate their business English knowledge to their core degree subjects.</li> <li>§ are able to conduct business discussions.</li> <li>§ are able to produce well-structured paragraphs discussing advantages/disadvantages/opinions with supporting arguments.</li> <li>§ are able to understand a wide range of business texts and business correspondence.</li> <li>§ are able to apply what they learn in this module to other work and study environments.</li> <li>§ are able to understand the most important points made in discussions and meetings which are delivered at natural speed.</li> <li>§ are able to actively take part in discussions by contributing ideas, expressing opinions fluently and responding to ideas of others.</li> </ul>		

	§ 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 a bank of business-related texts. § 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 § Discussions § Peer feedback § Simulations	<b>Social Settings Used:</b> § 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	<b>Classroom Instruction</b>	<b>Guided Self-Study</b>	<b>Autonomous Self-Study</b>
Large Class	-	-	
Small Class	28 h	36 h	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
<b>Total</b>	<b>28 h</b>	<b>36 h</b>	<b>26 h</b>
Performance Assessment			
<b>End-of-module exam</b>	<b>Form</b>	<b>Length (min.)</b>	<b>Weighting</b>
-	-	-	-
<b>Permitted Resources</b>	-		
<b>Others</b>	<b>Assessment</b>	<b>Length (min.)</b>	<b>Weighting</b>
Written Assessment	Grade	60	100,00 %
Oral Compulsory Task	Pass/Fail	20	-
Classroom Attendance Requirement	Mandatory Attendance: None		
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	The module description is based on the assumption that in the fall semester 2021 classes and exams will both take place on campus. Changes affecting the module or type of performance assessment are however possible at short notice if the situation changes due to the pandemic.		