

2019.HS

| <b>Module Name: Business English 2</b>                      |   |
|---|---|
| Module Code   | w.BA.XX.2BusE2-en.XX  |
| Module Description  | w.BA.XX.2BusE2-en.XX 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. Students can understand most points made in discussions, meetings, presentations and interviews which are delivered at natural speed. Students are able to use information gathered from texts and audios to produce written and oral work. They can write business reports and proposals, emails and descriptions of visuals, using layout and language appropriate to the task. Students can write a curriculum vitae and a covering letter of job application. Through collaborative speaking tasks in class, students can express their opinions fluently and convincingly, using vocabulary, phrases, and grammatical structures at the C1+ Level of the Common European Framework of References for Languages.  |
| Program and Specialization                                  | Business Administration - Banking and Finance (PiE)   |
| 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   | <b>Module Type:</b><br>Compulsory   |
|   | <b>Program Phase:</b><br>First-Year Studies   |
| ECTS  | 3   |
| Organizational Unit   | W Komm. & Mathem. in W&R Ltg.   |
| Module Coordinator  | Zoe Gemma Timperley Furrer (tizo)   |
| Deputy Module Coordinator                                   | Patricia Judith Macmillan (mcmi)  |
| Prerequisite Knowledge                                      | w.BA.XX.2BusE1-en.XX  |
| 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 understand a wide range of business and business-related texts</li> <li>§ are able to apply business vocabulary effectively</li> <li>§ are able to express agreement and discuss differences of opinion in a collaborative context</li> <li>§ are able to use information gathered from texts and audios to produce written and oral work</li> <li>§ are able to understand points made in discussions, meetings, and interviews which are delivered at a natural speed</li> <li>§ are able to write business reports and proposals, emails and descriptions of visuals, curriculum vitae and covering letters of job application</li> <li>§ are able to employ effective self-study techniques for language learning and consolidation</li> <li>§ are able to apply language skills acquired in this module to other work and study environments</li> </ul>  |

|                                     |   |  |                              |
|-------------------------------------|---|--|------------------------------|
| Module Content                      | § Development of reading skills through a wide variety of business texts<br>§ Development of writing skills: business reports and proposals; emails and descriptions of visuals; curriculum vitae and cover letters of job application<br>§ Development of listening skills using authentic audio material<br>§ Revision and practice of advanced business vocabulary and grammar<br>§ Development of speaking skills through discussions and collaborative tasks<br>§ Development of all language skills through integrated tasks, reading with speaking, listening with writing |  |                              |
| Links to other modules              | The content of this module is linked to the following module:<br>w.BA.XX.2BusE1-en.XX   |  |                              |
| Methods of Instruction              | § Interactive Instruction<br>§ Exercises<br>§ Problem-Oriented Teaching<br>§ Discussions<br>§ Peer Feedback   | <b>Social Settings Used:</b><br>§ Individual Work<br>§ Pair Work<br>§ Group Work |                              |
| Digital Resources                   | § Teaching Videos<br>§ Teaching Materials<br>§ Practice and Application Exercises (with Key)  |  |                              |
| 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>  |                              |
| 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>             |
| Listening/Writing Assessment        | Grade   | 45   | 50.00 %                      |
| Reading/Oral Assessment             | Grade   | 30   | 50.00 %                      |
| Classroom Attendance Requirement    | -   |  |                              |
| Language of Instruction/Examination | English   |  |                              |
| Compulsory Reading                  | -   |  |                              |
| Recommended Reading                 | As specified on Moodle  |  |                              |
| Comments                            | Listening and Writing Assessment: if the student does not attend the Listening and Writing Assessment at all, zero (0) points will be given to this part of the assessment.<br>Reading and Oral Assessment: if the student does not attend the Reading and Oral Assessment at all, zero (0) points will be given to this part of the assessment.  |  |                              |