



FH Salzburg

## Course Syllabus

<b>Study programme</b>	Business Management
<b>Course code</b>	BWIB3ENGIL
<b>Course title</b>	Business English 3
<b>Term / year of study when the course is delivered</b>	Fall/Winter Term
<b>Cycle</b>	1st cycle
<b>ECTS credits / contact hours</b>	2 / 28
<b>Teaching units (hours/week - SWS)</b>	2
<b>Course type</b>	ILV (Interactive lecture)
<b>Prerequisites</b>	B2 level in English
<b>Language of instruction</b>	English
<b>Course content</b>	<ul style="list-style-type: none"><li>• Writing: emails and letters, both formal and semi-formal, meeting reports and summaries and letters of application</li><li>• Meetings: sharing ideas clearly and concisely, presenting positions persuasively, dealing with interruptions, expressing opinions tactfully and tentatively, agreeing and disagreeing tactfully, chairing a meeting</li><li>• Grammar: common mistakes</li><li>• Vocabulary: phrases, key terms and idioms commonly used in correspondence, meetings and reports</li></ul>

Technology  
Health  
Media

	<ul style="list-style-type: none"> <li>• Discussing topics in small groups to practice presenting information clearly and improve fluency</li> </ul>															
<b>Learning outcomes</b>	<p>In this course, students learn to</p> <ul style="list-style-type: none"> <li>• Write professional business letters/emails/reports</li> <li>• Participate fully in business meetings, expressing themselves appropriately and professionally,</li> <li>• Understand how to create a CV/resume,</li> <li>• Prepare for a job interview, and</li> <li>• Speak freely, with more confidence, fluency and improved pronunciation.</li> </ul>															
<b>Learning methods</b>	Glossary building, group discussions, written and oral text production exercises, presentations, role plays															
<b>Assessment methods &amp; criteria</b>	<ul style="list-style-type: none"> <li>• Written exam 30%</li> <li>• Oral Exam 30%</li> <li>• Homework Assignments 20%</li> <li>• Presentation 10%</li> <li>• In-class Participation 10%</li> </ul> <p>NB: All grading components must be passed in order to qualify for an overall course grade.</p>															
<b>Grading Scale</b>	<table> <tr> <td>1</td> <td>Excellent</td> <td>100 - 93%</td> </tr> <tr> <td>2</td> <td>Good</td> <td>83 - 92%</td> </tr> <tr> <td>3</td> <td>Good average</td> <td>70 - 82%</td> </tr> <tr> <td>4</td> <td>Below average</td> <td>50 - 69%</td> </tr> <tr> <td>5</td> <td>Insufficient</td> <td>&lt; 50%</td> </tr> </table>	1	Excellent	100 - 93%	2	Good	83 - 92%	3	Good average	70 - 82%	4	Below average	50 - 69%	5	Insufficient	< 50%
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2	Good	83 - 92%														
3	Good average	70 - 82%														
4	Below average	50 - 69%														
5	Insufficient	< 50%														
<b>Recommended resources</b>	<ul style="list-style-type: none"> <li>• HBR Guide to better Business Writing (2013)</li> <li>• Examples from corporate practice</li> <li>• Articles taken from Financial Times, New York Times, Economist etc.</li> </ul>															
<b>Attendance</b>	75%															

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