

Course Unit Description

Business English I: International Team Work and Communication

Semester	1
Hours per week	2
Contact hours	32 h
Individual study	56 h

Language of Instruction	English
Group Size	30
Credits (ECTS)	3
Lecturer	Faulstich

Objectives

Business English I offers a sound introduction to various fields of usage and lexis. At the same time it provides ample opportunity to practice the newly-acquired skills and to improve one's listening and reading comprehension skills. The target language is selectively introduced on a need-to-know basis. Students who would like to extend their language skills should consider taking Business English II (International Career Building, B 25).

Course Contents:

0. Digital resources for individual study
1. Meeting business partners
2. Getting things done
3. Presenting to international audiences
4. Informal emails
5. Achieving objectives
6. Dealing with problems

Methods:

The course mainly focuses on oral competence within an international business context. Students should get familiar with vocabulary and phrases required in business communication, especially in situations such as socialising and telephoning. Furthermore, they should develop sensitivity to different cultural situations.

Cross-functional skills focus:

Critical Thinking Skills, Presentation Skills, Negotiation Skills, Conflict Resolution skills, Teamwork Skills.

Initiative, independence, intercultural communication, global citizenship.

Recommendations:

Groups are formed on the basis of a computer-based placement test. The test results are used to ensure homogeneous groups as well as a positive learning environment for every course participant. Take the test any time at:

<https://olat.vcrp.de/url/RepositoryEntry/2551579109>

Active and regular attendance will be vital for your success!

Assessment

Assignment including oral and written components.

Set Book:

Johnson, Christine, *Intelligent Business Intermediate. Skills Book (With CD-Rom)*, Harlow: Pearson Longman 2005 [ISBN: 978-0-582-84797-2]

A full reading list will be provided through our Learning Management System (<https://olat.vcrp.de>)