

## Syllabus: “Business English and English for Business Communication”

Intercultural Courses for International Students  
Summer Term 2018, Gitta Müller, Dipl.-Lehrerin

### (a) Inhalt und Ansatz | Content and Approach

- Fundamental knowledge of international business as well as skills of international business communication are taught.
- Knowledge is transferred both theoretically and practically through speaking practice exercises such as role plays as well as listening and reading comprehension and writing exercises.
- The course is taught at an upper-intermediate to advanced level.

### (b) Qualifikationsziele | Learning Objectives

- The course aims at increasing the students' ability to communicate in English and to improve their confidence in dealing with international business partners.
- Students learn about:
  - Company structure
  - Types of business organizations
  - Job applications
  - Presentation techniques
  - Business meetings
  - Negotiations
  - Business e-mails

### (c) Kursstruktur | Course Structure

- 4 SWS      **Tuesday**      **12.30 - 14.00**      **D 0113**  
                 **Wednesday**      **12.30 - 14.00**      **D 0117**

### (d) Kontakt | Contact

- E-mail: g.mueller@hs-sm.de
- Tel.: +49 3683 688 1631

### (e) Studien- und Prüfungsleistungen | Course Assessment

- Written examination (120 min)
- 5 ECTS