

Syllabus: “Business English (upper-intermediate/advanced)”

International School
Summer Term 2021, 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.
- Teaching is done digitally via Stud.IP. Students have to register on Stud.IP and tasks for self-study will be provided there weekly.
- 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. All exercises are done in writing, corrections are provided by the lecturer by email.
- The course is taught at an upper-intermediate to advanced level and is not designed for native speakers.

(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 emails

(c) Kursstruktur | Course Structure

- 4 lecture hours per week
 - **Tuesday 12.00 – 14.30**
 - **Wednesday 12.00 – 14.30**
- The number of participants is limited.

(d) Kontakt | Contact

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

(e) Studien- und Prüfungsleistungen | Course Assessment

- Written examination (120 min)
- 5 ECTS