

Syllabus: “Business English (Beginners)”

International School

WinterTerm -2023/ 2024, *Sr. Lecturer. Rita Bagchi, M.A. PGDAPR.*

(a) Inhalt und Ansatz | Content and Approach

- The course is intended for exchange students of all faculties, to introduce them to the structure and process of the International School.
- **In this course the students will learn about:**
 - What is Business?
 - Understanding the various markets, we trade in.
 - Socialising, Telephoning and Networking.
(Greetings and Everyday Interactions and Problems.)
 - Types of Companies and Company structures. (Basics)
 - Intercultural Business Manners and Awareness
 - Meetings. Conducting a meeting.
 - Explaining Numbers and Charts.
 - Public Speaking.
 - Basic English to Business English
 - Practical Day-to-Day Business English
 - Common Business Abbreviations and Acronyms, Punctuations, Signs and Symbols.
 - Grammar and Language Skills and Exercises
- Teaching methods are oriented towards student-centred learning and include activities such as lectures, group work, peer review, and consultations with the instructor.
- This course will be offered in two groups. **Group- 1**, as an in-person session. **Group -2** will be offered as an online session for students who are unable to join in-person.
- Students require at least an A2 / B1 level of English to follow the lessons.
- Completion of assignments and regular attendance (at least **80% of all sessions**) is required for exam admission.
- For the successful completion of the course, the student will be awarded 3 ECTS. Therefore, students should be prepared to spend considerable time working with the study content.
- Participants are required to register for the course via StudIP, where all teaching resources will be made available. If there are problems with the registration via StudIP please contact **Rita Bagchi** via r.bagchi@hs-sm.de .

(b) Qualifikationsziele | Learning Objectives

- This module aims to create and develop awareness of the need for understanding what is meant by the terms business, people, government, organization, employment and internationalization of business in contemporary competitive environments, whilst analyzing and evaluating the advantages, disadvantages and consequences of globalization and associated organizational structures and management systems. It helps the students to understand the role of various departments and the skills required to manage them successfully in an international context; to enhance the students' ability to communicate effectively in the context of the themes and concepts surrounding international business and management; to develop an understanding of the language used and required to communicate internationally.
- This module has been designed for students who have at least A2/B1 level of English and want to develop their skills for the Business world and in everyday situations.

(c) Kursstruktur | Course Structure

- The material will be provided.
- There will be **2 Groups**. Please enroll under the Group you wish to attend.
- **Course Timings: Group-1 Tuesday: 14:15 -15:45 Room: D-117**
- **Group-2 Wednesday: 14:15- 15:45 Online Meeting Room (BBB)**
- 2 Lecture hours per week per group.
- All given homework and assignments have to be done regularly and deadlines have to be followed.
Class will start from Tuesday, 17th October 2023.

(d) Kontakt | Contact

- **Email: r.bagchi@hs-sm.de | Room: D 0112 or Online Meeting Room with prior appointment.**

(e) Studien- und Prüfungsleistungen | Course Assessment

- Type of Exam: There will be a **Written Examination**.
- 3 ECTS
- Date of Examination: Tuesday, **23th January 2024**.