

## Syllabus: “Business English (pre-intermediate)”

International School  
Summer Term 2022, Gitta Müller, Dipl.-Lehrerin

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

- Fundamental skills of international business communication are taught. The course also includes a revision of basic grammar and language.
- Teaching is done digitally via Stud.IP. Students have to register on Stud.IP.
- 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 a pre-intermediate 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 and practice:
  - Socializing, making small talk
  - Cultural differences
  - Making business phone calls
  - Writing business emails
  - Numbers and calculations
  - English tenses

### (c) Kursstruktur | Course Structure

- **Classes** start from 04 April
- **2 lecture** hours per week

**Monday 10:00 to 11:30**

The number of participants is limited, the minimum number of participants is 5.

### (d) Kontakt | Contact

- Email: [g.mueller@hs-sm.de](mailto:g.mueller@hs-sm.de)
- Tel.: +49 3683 688 1631

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

- Written examination (90 min)
- 3 ECTS