Syllabus: “Business English (pre-intermediate)”
International School
Winter Term 2019/20, 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.
- 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 a pre-intermediate 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 and practice:
  - Socializing, making small talk
  - Cultural differences
  - Making business phone calls
  - Writing business emails
  - Numbers and calculations
  - English tenses
  - Prepositions

(c) Kursstruktur | Course Structure

- 2 lecture hours per week from October 7th – November 21st

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>14.00 - 15.30</td>
<td>Room D 0110</td>
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<tr>
<td>Thursday</td>
<td>12.15 - 13.45</td>
<td>Room D 0110</td>
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(d) Kontakt | Contact

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

(e) Studien- und Prüfungsleistungen | Course Assessment

- Written examination (90 min)
- 3 ECTS