

Valid for 2022.HS

Module Name: Business English 2		
Module Code	w.BA.XX.2BusE2-en.XX	
Module Description	w.BA.XX.2BusE2-en.XX Students are able to read and understand a wide variety of texts which are related to their Business English topics and to their core degree subjects. Students can understand most points made in discussions, meetings, presentations and interviews which are delivered at natural speed. Students are able to use information gathered from texts and audios to produce written and oral work. They can write business reports, proposals and emails, using layout and language appropriate to the task. Students can write a curriculum vitae and a covering letter of job application. Through collaborative speaking tasks in class, students can express their opinions fluently and convincingly, using vocabulary, phrases, and grammatical structures at the C1+ Level of the Common European Framework of References for Languages.	
Program and Specialization	Business Administration - Specialization in Banking and Finance (PiE)	
Legal Framework	Academic Regulations BSc dated 29.01.2009, Appendix to the Academic Regulations for the degree programs in Business Administration, Business Information Technology, and Business Law, first adopted on 12.05.2009	
Module Category	Module Type: Compulsory	Program Phase: First-Year Studies
ECTS	3	
Organizational Unit	W Kommunikation in Wirtschaft und Recht	
Module Coordinator	Zoe Gemma Timperley (tizo)	
Deputy Module Coordinator	Patricia Judith Macmillan (mcmi)	
Prerequisite Knowledge	w.BA.XX.2BusE1-en.XX	
Contribution to Program Learning Goals (Affected by Module)	§ Professional Competence § Methodological Competence § Social Competence § Self-Competence	
Contribution to Program Learning Objectives	Professional Competence § Knowing and Understanding Content of Theoretical and Practical Relevance § Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance § Evaluate Content of Theoretical and Practical Relevance Methodological Competence § Problem-Solving & Critical Thinking § Work Methods, Techniques, and Procedures § Information Literacy § Creativity & Innovation Social Competence § Written Communication § Oral Communication § Teamwork & Conflict Management § Intercultural Insight & Ability to Change Perspective Self-Competence § Self-Management & Self-Reflection § Ethical & Social Responsibility § Learning & Change	
Module Learning Objectives	Students... § are able to understand a wide range of business and business-related texts § are able to apply business vocabulary effectively § are able to express agreement and opinion § are able to use information gathered from texts and audios to produce written and oral work § are able to understand points made in discussions, meetings and interviews which are delivered at a natural speed § are able to write business reports, proposals, emails, curriculum vitae and job application cover letters § are able to employ effective self-study techniques for language learning and consolidation § are able to apply language skills acquired in this module to other work and study environments	

Module Content	§ Development of reading skills through a wide variety of business texts § Development of writing skills: business reports, proposals, emails, curriculum vitae and job application cover letters § Development of listening skills using authentic audio material § Revision and practice of advanced business vocabulary and grammar § Development of speaking skills through discussions and collaborative tasks § Development of all language skills through integrated tasks, reading with speaking, listening with writing		
Links to other modules	The content of this module is linked to the following module: w.BA.XX.2BusE1-en.XX		
Methods of Instruction	§ Interactive Instruction § Exercises § Problem-Oriented Teaching § Discussions § Peer Feedback	Social Settings Used: § Individual Work § Pair Work § Group Work	
Digital Resources	§ Teaching Materials § Practice and Application Exercises (with Key) § Additional Reading Texts and Tasks		
Type of Instruction	Classroom Instruction	Guided Self-Study	Autonomous Self-Study
Large Class	-	-	
Small Class	28 h	36 h	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
Total	28 h	36 h	26 h
Performance Assessment			
End-of-module exam	Form	Length (min.)	Weighting
-	-	-	-
Permitted Resources	-		
Others	Assessment	Length (min.)	Weighting
Listening/Writing Assessment	Grade	45	50,00 %
Reading/Oral Assessment	Grade	25	50,00 %
Classroom Attendance Requirement	Mandatory Attendance: None		
Language of Instruction/Examination	English		
Compulsory Reading	-		
Recommended Reading	As specified on Moodle		
Comments	-		