

Valid from 2025.FS

Module description: Business English 1		
Module Code	w.BA.XX.3BusE1-FLEX.XX	
ECTS Credits	3	
Language of Instruction/Examination	English	
Module Description	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. Through active participation in discussions and simulated meetings, students can express their opinions fluently and convincingly, contributing ideas and responding to them, using vocabulary and grammatical structures at the B2+ Level of the Common European Framework of References for Languages. Students are able to write well-structured paragraphs and a range of business emails.	
Organizational Unit	Kommunikation in Wirtschaft und Recht	
Module Coordinator	Michelle Fawcett	
Deputy Module Coordinator	Shane Bos	
Program and Specialization	<ul style="list-style-type: none"> <li>• Business Administration - Specialization in Banking and Finance (FLEX)</li> <li>• Business Administration - Specialization in General Management (Flex)</li> </ul>	
Legal Framework	Academic Regulations BSc dated 29.01.2009, for the degree programs in Business Administration, International Management, Business Information Technology, Business Law, Business Law and Applied Law, first adopted on 12.05.2009	
Module Category	Module Type Compulsory	Program Phase First Year-Studies
Prerequisite Knowledge	University admission (higher vocational diploma/Berufsmatura or Swiss federal school leaving diploma/Matura including English)	
Contribution to Program Learning Objectives (by the concerned Module)	<ul style="list-style-type: none"> <li>• Professional Competence</li> <li>• Methodological Competence</li> <li>• Social Competence</li> <li>• Self-Competence</li> </ul>	
Contribution to Program Learning Objectives	<p><b>Professional Competence</b></p> <ul style="list-style-type: none"> <li>• Knowing and Understanding Content of Theoretical and Practical Relevance</li> <li>• Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance</li> <li>• Evaluate Content of Theoretical and Practical Relevance</li> </ul> <p><b>Methodological Competence</b></p> <ul style="list-style-type: none"> <li>• Problem-Solving &amp; Critical Thinking</li> <li>• Work Methods, Techniques, and Procedures</li> <li>• Information Literacy</li> <li>• Creativity &amp; Innovation</li> </ul> <p><b>Social Competence</b></p> <ul style="list-style-type: none"> <li>• Written Communication</li> <li>• Oral Communication</li> <li>• Teamwork &amp; Conflict Management</li> <li>• Intercultural Insight &amp; Ability to Change Perspective</li> </ul> <p><b>Self-Competence</b></p> <ul style="list-style-type: none"> <li>• Self-Management &amp; Self-Reflection</li> <li>• Ethical &amp; Social Responsibility</li> <li>• Learning &amp; Change</li> </ul>	

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Module Learning Objectives	Students... <ul style="list-style-type: none"><li>• are able to develop and apply effective study techniques for learning vocabulary including core subject vocabulary.</li><li>• are able to relate their business English knowledge to their core degree subjects.</li><li>• are able to hold discussions on business-related topics.</li><li>• are able to produce well-structured paragraphs with supporting arguments.</li><li>• are able to understand a wide range of business texts and business correspondence.</li><li>• are able to apply what they learn in this module to other work and study environments.</li><li>• are able to understand the most important points made in discussions and meetings which are delivered at natural speed.</li><li>• are able to actively take part in discussions by contributing ideas, expressing opinions fluently and responding to ideas of others.</li><li>• are able to improve their knowledge and use of language through self-study and classroom work.</li><li>• are able to provide constructive peer feedback.</li><li>• are able to act on peer feedback in order to improve performance.</li><li>• are able to produce business emails.</li></ul>																																							
Module Content	<ul style="list-style-type: none"><li>• Development of reading comprehension using a variety of business-related texts.</li><li>• Development of writing skills, particularly paragraph and business email writing.</li><li>• Development of listening skills using authentic audio material.</li><li>• Development of business vocabulary, idiomatic expressions, and set expressions.</li><li>• Revision and practice of grammatical structures.</li><li>• Development of speaking skills through simulations of meetings, role play, and discussions in business-related contexts.</li></ul>																																							
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none"><li>• w.BA.XX.3SPM-FLEX.XX</li><li>• w.BA.XX.3Mark-FLEX.XX</li><li>• w.BA.XX.3InE-FLEX.XX</li><li>• w.BA.XX.3OP-FLEX.XX</li></ul>																																							
Digital Learning Resources	<ul style="list-style-type: none"><li>• Teaching Videos</li><li>• Teaching Materials</li><li>• Practice and Application Exercises (with Key)</li></ul>																																							
Methods of Instruction	<ul style="list-style-type: none"><li>• Interactive Instruction</li><li>• Exercises</li><li>• Problem-Oriented Teaching</li></ul>			Social Settings Used: <ul style="list-style-type: none"><li>• Individual Work</li><li>• Pair Work</li><li>• Group Work</li></ul>																																				
Type of Instruction	<table><tr><td></td><td>Classroom Instruction</td><td>Guided Self-Study</td><td colspan="2">Autonomous Self-Study</td></tr><tr><td>Large Class</td><td>-</td><td>-</td><td colspan="2"></td></tr><tr><td>Small Class</td><td>12 h</td><td>46 h</td><td colspan="2"></td></tr><tr><td>Group Instruction</td><td>-</td><td>-</td><td colspan="2"></td></tr><tr><td>Practical Work</td><td>-</td><td>-</td><td colspan="2"></td></tr><tr><td>Seminar</td><td>-</td><td>-</td><td colspan="2"></td></tr><tr><td>Total</td><td>12 h</td><td>46 h</td><td colspan="2">32 h</td></tr></table>						Classroom Instruction	Guided Self-Study	Autonomous Self-Study		Large Class	-	-			Small Class	12 h	46 h			Group Instruction	-	-			Practical Work	-	-			Seminar	-	-			Total	12 h	46 h	32 h	
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<b>Classroom Attendance Requirement</b>	None
<b>Compulsory Reading</b>	
<b>Recommended Reading</b>	<ul style="list-style-type: none"><li>• As specified on Semester Program</li></ul>
<b>Comments</b>	