

Valid from 2025.HS

Module description: Business English 2		
Module Code	w.BA.XX.3BusE2-FLEX.XX	
ECTS Credits	3	
Language of Instruction/Examination	English	
Module Description	<p>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, 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 describe visuals, including graphs and charts related to various business topics, using the language of trends. Students can understand the most important points made in discussions and presentations, which are delivered at natural speed. Students are able to give an effective three-minute presentation on a topic covered in the module and participate in a two-minute follow-up question and answer session.</p>	
Organizational Unit	Kommunikation in Wirtschaft und Recht	
Module Coordinator	Shane Bos	
Deputy Module Coordinator	Michelle Fawcett	
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 take part in discussions and express their opinions fluently and convincingly.</li><li>• are able to understand a wide range of business-related texts.</li><li>• are able to develop and apply effective study techniques for learning grammar and vocabulary, including core subject vocabulary.</li><li>• are able to apply their business vocabulary confidently and appropriately.</li><li>• are able to understand the most important points made in discussions and presentations, which are delivered at a natural speed.</li><li>• are able to write descriptions of visuals based on business-related topics.</li><li>• are able to apply what they learn inside the classroom to their work and study outside the business English classroom.</li><li>• are able to understand how the English class is there to support access to their core topics (from a language perspective).</li><li>• are able to give an effective three-minute presentation on a topic covered in the module and participate in a two-minute follow-up question and answer session.</li><li>• are able to provide constructive peer feedback.</li><li>• are able to act on peer feedback in order to improve performance.</li></ul>			
Module Content	<ul style="list-style-type: none"><li>• Development of reading comprehension using a variety of business-related texts, including some taken directly from students' core degree subject material.</li><li>• Writing workshops: Development of writing skills, particularly descriptions of graphs and charts, and development of self-editing skills.</li><li>• Development of listening skills using business-related 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 discussions on business-related topics.</li><li>• Development of presentation skills focusing on signposting language and the effective use of voice and body language.</li><li>• Development of peer-feedback skills.</li></ul>			
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none"><li>• w.BA.XX.3HCM-FLEX.XX</li><li>• w.BA.XX.3Makro-FLEX.XX</li><li>• w.BA.XX.3BusE1-FLEX.XX</li></ul>			
Digital Learning Resources	<ul style="list-style-type: none"><li>• Teaching Videos</li><li>• Practice and Application Exercises (with Key)</li><li>• Additional reading texts and tasks</li></ul>			
Methods of Instruction	<ul style="list-style-type: none"><li>• Interactive Instruction</li><li>• Problem-Oriented Teaching</li><li>• Exercises</li></ul>		Social Settings Used: <ul style="list-style-type: none"><li>• Pair Work</li><li>• Group Work</li><li>• Individual Work</li></ul>	
Type of Instruction		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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Performance Assessment	End-of-module exam		Form	Length (min.)	Weighting
	Written exam		closed book	60	70.00
	Permitted Resources		No calculator		
	Others	Assessment	Format	Length (min.)	Weighting
	Oral Assessment	Grade	Einzelarbeit	5	30.00
Classroom Attendance Requirement	None				
Compulsory Reading					
Recommended Reading	• As specified on Moodle.				
Comments					