

Valid from 2025.FS

Module description: Business English Advanced 1		
Module Code	w.BA.XX.3BusEA1-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 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. Students are able to write and edit business reports and proposals, using layout and language appropriate to the task. Students can understand most points made in discussions, meetings, and interviews which are delivered at natural speed.	
Organizational Unit	Kommunikation in Wirtschaft und Recht	
Module Coordinator	Elizabeth Kollmann	
Deputy Module Coordinator	Zoe Gemma Timperley	
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 Main Study Period
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>	

## Module description: Business English Advanced 1

Module Learning Objectives	Students... <ul style="list-style-type: none"><li>• are able to understand a wide range of business texts</li><li>• are able to apply business vocabulary appropriately</li><li>• are able to express agreement and discuss differences of opinion in a collaborative context</li><li>• are able to write business reports and proposals, incorporating key points from given texts</li><li>• are able to understand discussions, meetings and interviews which are delivered at a natural speed</li><li>• are able to develop effective self-study techniques for language-learning and consolidation</li><li>• are able to apply language skills acquired in this module to other work and study environments</li></ul>																																	
Module Content	<ul style="list-style-type: none"><li>• Development of reading skills through a wide range of business texts</li><li>• Development of writing skills, particularly business reports and proposals</li><li>• Development of listening skills using authentic audio material</li><li>• Revision and practice of advanced business language</li><li>• Development of speaking skills through discussions and collaborative tasks</li></ul>																																	
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none"><li>• w.BA.XX.3Makro-FLEX.XX</li><li>• w.BA.XX.3Mikro-FLEX.XX</li><li>• w.BA.XX.3LU-FLEX.XX</li><li>• w.BA.XX.3BusE1-FLEX.XX</li><li>• w.BA.XX.3InE-FLEX.XX</li><li>• w.BA.XX.3BusE2-FLEX.XX</li></ul>																																	
Digital Learning Resources	<ul style="list-style-type: none"><li>• Teaching Materials</li><li>• Practice and Application Exercises (with Key)</li></ul>																																	
Methods of Instruction	<ul style="list-style-type: none"><li>• Exercises</li><li>• Problem-Oriented Teaching</li><li>• Interactive Instruction</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><th></th><th>Classroom Instruction</th><th>Guided Self-Study</th><th>Autonomous Self-Study</th></tr><tr><td>Large Class</td><td>-</td><td>-</td><td></td></tr><tr><td>Small Class</td><td>12 h</td><td>46 h</td><td></td></tr><tr><td>Group Instruction</td><td>-</td><td>-</td><td></td></tr><tr><td>Practical Work</td><td>-</td><td>-</td><td></td></tr><tr><td>Seminar</td><td>-</td><td>-</td><td></td></tr><tr><td>Total</td><td>12 h</td><td>46 h</td><td>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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Performance Assessment	<table><tr><th colspan="2">End-of-module exam</th><th>Form</th><th>Length (min.)</th><th>Weighting</th></tr><tr><td colspan="2">Written exam</td><td>closed book</td><td>60</td><td>70.00</td></tr><tr><td colspan="2">Permitted Resources</td><td colspan="3">No calculator</td></tr><tr><td colspan="5"></td></tr><tr><th>Others</th><th>Assessment</th><th>Format</th><th>Length (min.)</th><th>Weighting</th></tr><tr><td>Oral assessment</td><td>Grade</td><td>Einzelarbeit</td><td>15</td><td>30.00</td></tr></table>				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	15	30.00
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Classroom Attendance Requirement	None																																	
Compulsory Reading																																		
Recommended Reading	<ul style="list-style-type: none"><li>• As specified on Moodle</li></ul>																																	
Comments																																		