

Valid from 2025.HS

Module description: Business English Advanced 2		
Module Code	w.BA.XX.3BusEA2-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. 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 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.</p>	
Organizational Unit	Kommunikation in Wirtschaft und Recht	
Module Coordinator	Zoe Gemma Timperley	
Deputy Module Coordinator	Elizabeth Kollmann	
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	w.BA.XX.2BusEA1.XX	
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 understand a wide range of business and business-related texts.</li><li>• are able to apply business vocabulary effectively.</li><li>• are able to express agreement and opinion.</li><li>• are able to use information gathered from texts and audios to produce written and oral work.</li><li>• are able to understand points made in discussions, meetings, and interviews which are delivered at a natural speed.</li><li>• are able to write business reports, proposals, emails, curriculum vitae and job application cover letters.</li><li>• are able to employ 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 variety of business texts</li><li>• Development of writing skills: business reports, proposals, emails, curriculum vitae, and job application cover letters</li><li>• Development of listening skills using authentic audio material</li><li>• Revision and practice of advanced business vocabulary and grammar</li><li>• Development of speaking skills through discussions and collaborative tasks</li><li>• Development of all language skills through integrated tasks, reading with speaking, listening with writing</li></ul>																																							
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none"><li>• w.BA.XX.3BusEA1-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></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><th></th><th>Classroom Instruction</th><th>Guided Self-Study</th><th colspan="2">Autonomous Self-Study</th></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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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">-</td><td></td><td></td><td></td></tr><tr><th colspan="2">Permitted Resources</th><td colspan="3"></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>Speaking/Reading Assessment</td><td>Grade</td><td>Einzelarbeit</td><td>5</td><td>50.00</td></tr><tr><td>Writing/Listening Assessment</td><td>Grade</td><td>Einzelarbeit</td><td>45</td><td>50.00</td></tr></table>					End-of-module exam		Form	Length (min.)	Weighting	-					Permitted Resources										Others	Assessment	Format	Length (min.)	Weighting	Speaking/Reading Assessment	Grade	Einzelarbeit	5	50.00	Writing/Listening Assessment	Grade	Einzelarbeit	45	50.00
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Classroom Attendance Requirement	None																																							
Compulsory Reading																																								

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### Recommended Reading

- As specified on Moodle

### Comments