

Business English

Name course:	Business English
Period:	International Business Consultancy (Y4:13/14)
Cluster within IBC program:	Business Skills and Languages
Study load:	2 ECTS/ 56 hours
Lecturer:	Lian de Graaf

Content course

Course description	<p>On the completion of this course the student will be able to use English for business purposes.</p> <p>As the IBC-course Public Speaking focusses on the speaking skills in English, this course helps you to improve your writing skills, in a business setting. You will learn how to write an informal letter (or email), a formal (application) letter and a proposal.</p> <p>Because the students have a different background and competence, you get the opportunity to define your own learning goals (in addition to the writing skills). You make a plan how and when to work on these goals and during the course you can share your progress in class and finally reflect on your results.</p>
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Core competences and learning objectives

<p>English language Business skills</p>	<p>The student will be able to:</p> <ul style="list-style-type: none"> ▪ Produce a written business product, which contains the required content of the assignment. ▪ Use an appropriate and appealing tone of voice in his/her writing. ▪ Organise the written product in an effective way. ▪ Demonstrate a rich vocabulary, especially in a business context. ▪ Use a correct spelling, punctuation and grammar in the written product. ▪ Reflect on his/her own learning goals.
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General course information	
Required previous knowledge	An IELTS score of 5.5 or more in English is required to ensure that the student is capable of adapting to this style of learning.
Course material	Course material will be provided on the portal and consists of ppt-presentations, pdf-documents and online language tools. Students are not required to buy a specific book or tutorial.
Way of working	The style of teaching is based on interaction. Students are given specific tasks which they need to complete. Thereafter they discuss it in groups and receive feedback.
Exam	A written exam at the end of the course. You are not allowed to use course material during the exam.
Caesura	A final score of 5,5 or higher leads to passing the course and receiving the related 2 ECTS.
Retake exam	The retake of the exam is scheduled at the end of the semester. This is usually two or three weeks after the first exam week.

