



Course syllabus

Faculty Board of Humanities and Social Sciences
School of Language and Literature

1EN104 Kommunikation och affärsengelska, 15 högskolepoäng
English for Business Communication, 15 credits

Main field of study

English

Subject Group

English

Level of classification

First Level

Progression

GIN

Date of Ratification

Approved by Organisational Committee 2009-12-10

The course syllabus is valid from autumn semester 2010

Prerequisites

General entry requirements and English B.

Expected learning outcomes

After completion of this course the student will be able to:

- formulate business letters, reports and other written document using proper business English
- use good oral English in an international business environment.

Content

The course contains practical, oral and written exercises in business English such as writing business letters, CV summaries, e-mails and reports. It also contains practice in the techniques of meetings, negotiations and presentations in English. Business vocabulary is practised and various cultural perspectives are taken into consideration.

Type of Instruction

A variety of teaching methods will be used including lectures, group work and seminars.

Examination

The course is assessed with the grades Fail (U), Pass (G) or Pass with Distinction (VG).

For the grade "pass" the intended learning outcomes must be achieved. The criteria for "pass with distinction" can be found in the study guide.

Students at Linnaeus University have the right to have their grade for the course translated to one of the seven grades on the ECTS scale. If a student would like to have a grade translated, he/she must inform the teacher at the beginning of the course.

Assessment is based on participation in classes and group work. Continuous assessment is carried out on written assignments, reading and listening comprehension, and presentations.

For students who fail the course, there will be opportunities for a maximum of four resits.

Course Evaluation

The course is evaluated and the results of this evaluation are available from the administration.

Required Reading and Additional Study Material

Obligatory literature

Klein, Naomi. 2010. *No Logo*. London: Flamingo. 512 pp. ISBN: 978-0007340774

MacKenzie, Ian. 2010. 3rd ed. *English for Business Studies Student's Book: A Course for Business Studies and Economics Student*. Cambridge: Cambridge University Press. 191 pp. ISBN: 978-0521743419

MacKenzie, Ian. 2010. 3rd ed. *English for Business Studies: Audio CD Set Student's Book*. Cambridge: Cambridge University Press. 25 audio tracks. ISBN: 978-0521743433

Strutt, Peter. 2010. *Market Leader: Business Grammar and Usage*. Harlow: Pearson Education. 224 pp. ISBN: 978-1408220085.

Reference literature

Any business English dictionary.