



Course syllabus

Faculty of Arts and Humanities

Department of Languages

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

G1N

Date of Ratification

Approved 2009-12-10

Revised 2014-06-24 by Faculty of Arts and Humanities.

The course syllabus is valid from autumn semester 2014

Prerequisites

General entry requirements and English B (Field-specific entry requirements 2/A2).

Objectives

After completing the course, the student should be able to:

- apply basic English used in international business,
- participate in meetings and negotiations and give presentations in English,
- communicate in writing in English, in both formal and informal forms of communication,
- summarise and comment on economic literature in speech and writing in English.

Content

The course includes practical, written and oral exercises and language proficiency practice in English business communication

Type of Instruction

Teaching is delivered in the form of lectures, seminars, group work and group exercises. Since continuous language proficiency practice is an essential part of the course, all seminars are compulsory.

Examination

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

In order to receive the grade of Pass, the expected learning outcomes must be achieved. Grading criteria for the grade of Pass with Distinction (VG) can be found on

MyMoodle.

Written language proficiency I and *Oral language proficiency I* are examined halfway through the course. *Written language proficiency II* and *Oral language proficiency II* are examined at the end of the course.

Examination of the course is divided into the following parts:

Written language proficiency I: 4 credits

Oral language proficiency I: 3.5 credits

Written language proficiency II: 4 credits

Oral language proficiency II: 3.5 credits

For students who do not pass the first examination, no more than four retake examinations are provided.

Course Evaluation

The teaching is continuously evaluated during the semester.

At the end of the course, a course evaluation is conducted and compiled into a report, which is made available to students and filed and stored according to departmental regulations.

Required Reading and Additional Study Material

Required Reading

Johnson, Christine & Barrall Irene. 2006. *Intelligent Business Skills Book*. Harlow: Pearson Longman. 112 p. ISBN: 0-582-84696-X

Trappe, Tonya & Tullis, Graham. 2012. 3rd ed. *Intelligent Business Coursebook*. Harlow: Pearson Longman. 176 p. ISBN: 978-1-4082-5601-5

Literature chosen in consultation with the examiner (ca 200 pages).

Additional Study Material

Any business English dictionary.