



Course syllabus

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

1EN109 Business Writing, 8 högskolepoäng
Business Writing, 8 credits

Main field of study

English

Subject Group

English

Level of classification

First Level

Progression

GIN

Date of Ratification

Approved by Organisational Committee 2009-06-16

The course syllabus is valid from spring semester 2010

Prerequisites

English B.

Expected learning outcomes

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

-communicate in writing in frequently occurring situations in business life (such as inquiries, orders and other correspondence),

-understand and use more emotive language, such as that used in sales letters, complaints and internal pms,

-understand and use terms for specific purposes, such as agreements, letters of intent and letters of credit.

Content

Written business communication.

Type of Instruction

The course consists of various tasks on the course web site, in which students deal with the kinds of problem that frequently occur in many companies, and solve them through written business communication.

The course is carried out on the Internet with the help of tutors. The course material is found on the web site and consists of reality-based tasks, dealing with common

situations in small and medium-sized companies where correctly written English is necessary.

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.

Performance on the course is assessed partly through send-in tasks during the course in which various problems must be solved with the help of written business communication. The exam at the end of the course consists of similar tasks. Normally the send-in tasks are sent to an internet tutor and the final exam is corrected by a teacher on-campus. 60% of the grade for the course comes from the send-in tasks and 40% from the final exam. The student must achieve a score of at least 50% on all the tasks and the exam to achieve a pass for the course.

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

Course Evaluation

The teaching is evaluated continually during the term.

At the end of the course there is an evaluation which is compiled, reviewed with the students, and archived in accordance with the school's regulations.

Other

Students who have successfully completed the course can request a course certificate.

Required Reading and Additional Study Material

All the course material is on the course web site and consists of text-based exercises, different kinds of recorded material and animations.