



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

Revised 2009-12-10

The course syllabus is valid from autumn 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).

In order to receive the grade of Pass, the expected learning outcomes must be achieved. The grading criteria for the grade of Pass with Distinction can be found in the study guidance material.

Students at Linnaeus University are entitled to have the course grade translated into the 7-step ECTS scale. A request to have the grades translated must be made to the teacher at the start of the course.

Examination forms include assignments where students are to solve different problems with the help of business communication. The final examination is of a similar nature. Usually the assignments will be sent to an Internet-supervisor, while an on-campus teacher grades the final examination. The assignments are worth 60% of the course credits, while the final exam covers the remaining 40%. In order to receive the grade of Pass, a student must have at least 50% passing on all of the assignments and examinations.

For students who fail to earn a Pass grade at the first examination opportunity, a maximum of four additional examination opportunities will be provided.

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.