



## Course syllabus

Faculty of Arts and Humanities  
Department of Languages

1EN127 Business Writing, 10 högskolepoäng  
Business Writing, 10 credits

**Main field of study**  
English

**Subject Group**  
English

**Level of classification**  
First Level

**Progression**  
G1N

**Date of Ratification**  
Approved by Faculty of Arts and Humanities 2016-04-04  
The course syllabus is valid from autumn semester 2016

**Prerequisites**  
NO VALUE DEFINED

### Objectives

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

- communicate in written English in situations common in business life,
- apply forms of expressions in English for critical situations in the corporate world,
- apply terminology used in purpose-specific documents in international trade.

### Content

This course is based on everyday situations in business life, which must be solved using written business communication. The students learn vocabulary and formalities necessary in English business communication. The students also study and work with specific documents central to English business communication, such as letters of intent and letters of credit.

### Type of Instruction

Teaching is delivered in the form of recorded lectures and podcasts, and exercises supervised by the teacher through the online learning platform. The course material includes reality-based exercises in which the students are confronted with situations common in small and medium-sized companies, and must express themselves using correct English.

### Examination

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

The course is examined through written assignments and a final take-home examination. In order to receive the grade of Pass, the student must achieve the objectives. Grading criteria for the grade of Pass with Distinction will be specified on the online learning platform when the course starts.

For students who do not pass the first examinations, retake examinations are provided in accordance with local regulations at the university.

### Course Evaluation

At the end of the course, a course evaluation is conducted. Results and analysis of the course evaluation are communicated to the students who have taken the course and the students who are taking the course when it is offered the next time. The evaluation is anonymous. The course evaluation is filed according to departmental regulations.

### Credit Overlap

The course cannot be included in a degree along with the following course/courses of which the content fully, or partly, corresponds to the content of this course: 1EN109, 8 credits.

### Required Reading and Additional Study Material

Material on the online learning platform (ca. 500 pages)

Canavor, Natalie C. (the latest edition) *Business Writing Today*. Thousand Oaks: Sage Publications Inc. 384 p.

*Longman Business English Dictionary*. Harlow: Pearson Longman. 594 p.