



## Course syllabus

Faculty Board of Science and Engineering  
School of Computer Science, Physics and Mathematics

1IL020 Affärsengelska, 7,5 högskolepoäng  
Business English, 7.5 credits

**Main field of study**

English

**Subject Group**

Informatics/Computer and Systems Sciences

**Level of classification**

First Level

**Progression**

GIN

**Date of Ratification**

Approved by Organisational Committee 2009-12-15

The course syllabus is valid from autumn semester 2010

**Prerequisites**

General entry requirements.

### Expected learning outcomes

Upon completion of the course the student should be able to:

- master basic technical language of business English
- show ability to understand norms and rules of business correspondence, oral presentations, meetings and negotiations
- to describe the impact of cultural dimensions on communication between people from different countries
- show ability to understand the structure and content of English scientific and popular scientific articles within the area of information logistics
- write business correspondence in English
- make oral presentations in English within the area of information logistics
- actively participate in meetings and negotiations in English
- read and utilize the content of English scientific and popular scientific articles within the area of information logistics
- independently evaluate and adapt the way that business correspondence, oral presentations, meetings and negotiations are performed in various situations

### Content

The course content comprises:

- business correspondence
- oral presentations
- meetings and negotiations
- intercultural dimensions of business communication
- basic scientific and popular-scientific articles

### Type of Instruction

The teaching consists of lectures, seminars, and exercises. Participation and attendance is compulsory in certain parts of the course.

### Examination

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

On request, students may have their credits translated to ECTS-marks. Such a request must be sent to the examiner before the grading process starts.

Assessment of the student's performance is made through oral presentations and written assignments, performed individually or in groups. Students who do not pass the regular examination are given the opportunity to do a resit examination shortly after the regular examination.

### Course Evaluation

A written course evaluation will be carried out at the end of the course in accordance with the guidelines of the University. The course evaluation will be filed at the department.

### Other

Upon request, a Swedish University course certificate will be awarded upon successful completion of the course.

Students who receive a passing grade in the course may download a course certificate through the Student Portal. Otherwise they may request a course certificate from the school secretary.

### Required Reading and Additional Study Material

#### **Required reading**

Gibson, R. (2002), *Intercultural Business Communication*. Oxford: Oxford University Press. 111 p. ISBN: 978-0-19-442180-5.

*Distributed material* 50 p.