

Course Title : Business English

Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab (hours/week)	Credits	ECTS
ELL 255	D	3	3	0	0	3.00	5
Lecturer and Office Hours			Carly Recí, Msc				
Teaching Assistant and Office Hours							
Language			English				
Course Level			Bachelor				
Description			Students will be able to independently perform communicative acts in English that demonstrate a highly developed sense of language awareness and a mastery of argumentation and effective social discourse. In particular, students will be able to communicate fluently and accurately in English in a variety of business contexts, both spoken (e.g., meetings and on the phone) and written (e.g., letters and reports).				
Objectives			Listening, speaking, reading, and writing skills in English in a business or office setting.				

Course Outline

Week	Topics
1	Syllabus. Standards of Academic Excellence.
2	Introduction to American business mentality.
3	Vocabulary of business education and careers. Review of the tenses. Language for resumes and CVs.
4	The Europass Portfolio. Create a Europass CV.
5	Writing cover letters.
6	Interviewing. Giving reasons in interviews.
7	Information: Vocabulary of information systems and communication; Comparing solutions and getting help; Telephoning.
8	Mid-term Exam
9	Quality: Vocabulary of quality and standards; Passive structure and have something done; Delivering presentations.
10	Presentations.
11	Feedback: Reading about the project team; Vocabulary of managing people and projects; Regulations, speculations, and habits. Writing reports.
12	Selling more: Reading about Viral Marketing; Vocabulary of the marketing mix; Questions for persuading.
13	Reading about self-financing; Future perfect and future continuous. Fielding questions in presentations.
14	Financial Control: Reading about accountants; Vocabulary of financial documents and regulation; Cause, effect, ability, and articles.
15	Communicating in meetings. Writing minutes.
16	Final Exam
Prerequisites	
Textbook	
<ul style="list-style-type: none"> • The Business Upper-intermediate (MacMillan, 2008) • Google Classroom (online): https://classroom.google.com/c/MjgzMTA2MjM1 	
Other References	
Laboratory Work	
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Computer Usage	-		
Other	-		
Learning Outcomes and Competences			
1	Students will be able to understand extended speech and follow complex lines of argument in English in interviews, in meetings, and on the phone.		
2	Students will be able to read English language business documents such as charts, graphs, and accounting statements.		
3	Students will be able to successfully complete a job interview in English, give a business presentation, and chair a meeting.		
4	Students will be able to write business docs, including a Europass CV and cover letter.		
Course Evaluation Methods			
In-term studies	Quantity	Percentage	
Midterms	1	20	
Quizzes	0	0	
Projects	1	40	
Term Projects	0	0	
Laboratory	0	0	
Attendance	1	15	
Contribution of in-term studies to overall grade		75	
Contribution of final examination to overall grade		25	
Total		100	
ECTS (Allocated Based on Student) Workload			
Activities	Quantity	Duration (hours)	Total Workload (hours)
Course Duration (Including the exam week : 16 x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	1	14
Assignments	1	42	42
Midterms	1	1	1
Final examination	1	2	2
Other	10	2	20
Total Work Load			127
Total Work Load / 25 (hours)			5,08
ECTS			5