

Course Name : Business English							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 255	C	Fall	3.00	0.00	0.00	3.00	5.00
Lecturer Carly Recí, Msc							
Assistant							
Course 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.							
Core Concepts							
Course Outline							
Week	Topic						
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	The student must attend the course at a minimum rate of 75%.			
Literature	<ul style="list-style-type: none"> • The Business Upper-intermediate (MacMillan, 2008) • Google Classroom (online): https://classroom.google.com/c/MjgzMTA2MjM1 			
References				
Course Outcome				
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 an 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				
	In-term Studies	Quantity	Percentage	
	Midterms	1	20	
	Quizzes	0	0	
	Projects	1	40	
	Term Projects	0	0	
	Laboratory	0	0	
	Class Participation	1	15	
	Total in-term evaluation percent		75	
	Final exam percent		25	
	Total		100	
ECTS Workload (Based on Student Workload)				
	Activities	Quantity	Duration (hours)	Total (hours)
	Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
	Study hours outside the classroom (Preparation, Practice, etc.)	14	1	14
	Duties	1	42	42
	Midterms	1	1	1
	Final Exam	1	2	2
	Other	10	2	20
	Total Work Load			127
	Total Work Load / 25 (hours)			5.08
	ECTS			5.00