

Business English I (English)

Module Title		Wirtschaftsenglisch I			
Module Title in English		Business English I			
Module Leader		Sandra Meyer			
Teaching Staff		ZfK / Sandra Meyer / Lehrbeauftragte/r			
Course language/		English			
Code	Workload	Credits	Semester	Semester Offered	Duration
W.Eng.I	180 h	6	as of 1st semester	Every semester	1 semester
1	Type of Course	Scheduled Learning	Independent Study		Approx. Number of Participants
	Seminar: 4 h/week	4 h/week (= 60 h)	Total: 120 h		Seminar 15
2	Learning Outcomes / Competences				
	<p>Upon completion of this module, students will have acquired specific vocabulary and phrases related to business life on a basic level. They are able to use the vocabulary and phrases acquired within the context of the course both in oral and written communication, can distinguish between formal and informal English and can use appropriate technical terms. They can correspond successfully with clients or business partners via mail or phone. They are enabled to apply internationally, can draft both a CV and a Cover Letter and can deal with job interviews. They are aware of intercultural differences and learned to work in small groups.</p>				
3	Contents				
	<p>Technical Terms</p> <p>Cover Letter, CV, Job Interviews</p> <p>Writing Letters and Mails</p> <p>Telephoning</p> <p>Discussions</p> <p>Rapidly developing economies</p> <p>describing charts and graphs</p> <p>globalization and international trade</p>				
4	Teaching Methods				
	seminar, group work, mini-projects				
5	Content-Related Module Prerequisites				
	<p>Students' level of English should be B1 GeR, corresponds to five years of English with adequate grades</p> <p>Students whose English is not yet on a B1 level, should consider taking either the ZfK module 'English for Beginners' or 'English Refresher Course' prior to Business English 1.</p>				

6	<p>Formal Module Prerequisites</p> <p>none</p>												
7	<p>Type of Exams</p> <p>Portfolio: Two written tests (50% each)</p> <p>The first test should preferably take place in week three or four, whereas the second test should take place in the penultimate session.</p> <p>Test 1: Cover Letter and CV (50%)</p> <p>Test 2: At least two different tasks related to the above-mentioned topics (50%)</p>												
8	<p>Prerequisite for the Granting of Credits</p> <p>successful participation + attendance+ passing of exam</p> <p>Students can collect a maximum of 20 extra points when volunteering to do a presentation, hand in extra tasks assigned by the lecturer or by showing excellent active participation. Those extra points will be added to the results of the two tests, but only if students manage to achieve at least 50% in the two tests taken together.</p>												
9	<p>This Module Appears in:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Course of Studies</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Angebote des ZfK</td> <td>Elected Specialization</td> </tr> <tr> <td>Betriebswirtschaftslehre - Internationales Handelsmanagement und Logistik_WS2012/13</td> <td>Elective Module</td> </tr> <tr> <td>Betriebswirtschaftslehre - Internationales Handelsmanagement und Logistik_WS2013/14</td> <td>Elective Module</td> </tr> <tr> <td>Internationale Wirtschaft - Emerging Markets_WS2011/12</td> <td>Compulsory Module</td> </tr> <tr> <td>Modules in English at HRW</td> <td>Elective Module</td> </tr> </tbody> </table>	Course of Studies	Status	Angebote des ZfK	Elected Specialization	Betriebswirtschaftslehre - Internationales Handelsmanagement und Logistik_WS2012/13	Elective Module	Betriebswirtschaftslehre - Internationales Handelsmanagement und Logistik_WS2013/14	Elective Module	Internationale Wirtschaft - Emerging Markets_WS2011/12	Compulsory Module	Modules in English at HRW	Elective Module
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10	<p>Weighting of Grade in Relationship to Final Grade</p> <p>Weighting equals the proportion of module credits in relationship to the total number of grade-relevant credits</p>												
11	<p>Additional Information / Literature</p> <p>Material will be announced during the first session</p>												