

Course Description English for Business 222 BWL 1 and 2

NOTE from Sara: This includes the information from the slide presentation (showing which slide or slides held the texts) and expanded information in the instructor introduction.

CONTENTS:

Title and note from Sara	Recommended literature
Introduction of the instructor	Exam format
Specific course content	Oral Presentation Exam
Business topics covered during the course	Recommended Dictionaries
Grammar Functions for Business	Recommended Websites

Hi – I'm Sara Meitner, your instructor

- I have a BSc in Legal Administration and a Master Certificate in Managerial and Organizational Leadership and have had additional training in various fields.
- I've been an instructor in Germany since 1989, working at various institutes, universities and doing in-house training for companies (**English** for business, natural sciences and IT, pharma and medical fields, psychology, gastronomy: kitchens/cooks and restaurants/servers, hospitality and housekeeping (hotels), and general use. **German** for WiPo, phonetics and pronunciation, early education and pupil accompaniment, bus-driver courses and general "easy" conversation) as well as English for pre-school, kindergarten and school-age pupils; a document, university and scientific website translator (from German into English); editor and have worked in a few other capacities as well.
- Prior to that, in the USA I held different jobs (from the age of 10 on): field worker, service and cook in restaurants, a coffee house manager, musician, oriental dance instructor, park aid (a type of park ranger that additionally does historical interpretation) for the National Park Service, tutor for math and English, and a director of a university department prior to moving to Germany.
- I have been an environmental and human rights activist since 1980.
- I have a disability: EDS (Ehlers-Danlos Syndrome), an inherited physical illness, which periodically affects standing, walking and movement (and happens without warning), so I will wear various supports from time to time and use crutches. If I lose my balance or stumble, it's not from drinking, but from the illness. 😊 Each hour and each day is different.

AND FROM THE PRESENTATION:

S2

Course title:	English for Business
Level:	Upper Intermediate (CEFR B2)
Lecture period:	8 weeks / 32hrs
Lecture hours per week:	4
Field excursion:	2-5 October (no class)

S3

Specific course content includes

Business Writing Skills

Letter Layout
Letters of Enquiry
Offers and Quotations
Letters of Complaint
General business correspondence
Describing charts and diagrams

Oral Bus. Communication Skills

Intercultural aspects of business
Business Presentations
Language of Discussions
Elevator Pitch
Summarising information

S4

Business Topics* covered during the course

Company Structure & Business Organization
Sustainability
Human Resources
Corporate Social Responsibility (CSR)
Leadership
Cultural aspects of international business

**Subject to change at the discretion of the lecturer*

S5

Grammar Functions for Business

Interview grammar: I work.., I use.., I'm managing.., I studied.., I left..., (Past simple, Present simple/continuous)

How to be polite: Do/did you..? We were thinking.. Will you be..? (Past simple/continuous tenses, Future continuous)

Organising presentations and workshops: I'm going to talk about (going to, will)

Talking about possibility, asking, offering, making suggestions and giving advice, giving instructions: Delivery could take up to six months.. May I have your attention, please (Modals)

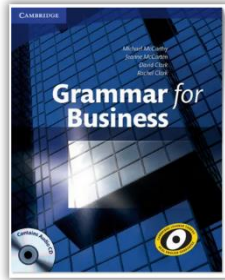
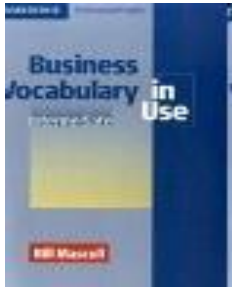
Responding to offers: If sales increase next quarter/will.., as long as, on condition that ... (Conditionals)

Describing change: From, in, of up, down, at, between, by... (Prepositions)

S6

Recommended Literature

- Business Vocabulary in Use Upper Intermediate, Cambridge
- Grammar for Business, Cambridge/Klett
- A Short Course in Commercial Correspondence, Hueber



S7

EXAM FORMAT

The course “English for Business” includes a two-part exam:

Written part (2 portfolio assignments) 50%

A letter of complaint (25%)

A SWOT analysis (25%)

Oral presentation 50%

S8

ORAL PRESENTATION EXAM

Group presentation (groups of 2)

Time frame: (8-10 min/group)

Topic: In pairs you will do a presentation, on a business topic of your choice, subject to approval.

Post your topic to the Moodle by the 22 September including using 5 or 6 bullet points (½ to ¾ of a page) on what you wish to specifically talk about.

You may use a presentation tool or app for your presentation, but it is also possible to simply present or use the whiteboard to write/draw things, or even show objects or pictures/photos. However, your presentation must also be submitted to the Moodle page for exam documentation purposes.

S9

Recommended Dictionaries:

www.pons.de

<http://oald8.oxfordlearnersdictionaries.com/dictionary/exhibition> (BE)

www.merriam-webster.com/ (AE)

...

German – English / English – German (alternative)

<https://www.dict.cc/>

s10

Recommended websites

www.bbc.co.uk

www.dw.de

www.usingenglish.com

<http://www.englisch-hilfen.de/>

<https://www.ego4u.com/> (explains in English)

<https://www.ego4u.de/> (explains in German)

<https://english.bdi.eu/>