

DHSH	English for Business B2 BWL 1 / 2 3 rd semester 2023	Lecturer: Sara Meitner
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B2 ENGLISH FOR BUSINESS –2023

Portfolio of assignments

	Assignment	Due date
1.	Presentation topic ¹⁾ Upload to Moodle for approval, <u>including short (1/2 to 3/4 of a page) overview of content</u>	22 September 2023 compulsory
2.	1 st portfolio assignment: Writing a complaint (300 words) Requirements for this assignment will be uploaded to Moodle).	13 October 2023 compulsory 25%
3.	2 nd portfolio assignment: SWOT analysis (300 words) (The requirements for this assignment will be uploaded to Moodle).	27 October 2023 Compulsory 25%
4.	Oral business presentation	compulsory, 50% Presentation dates to be discussed with the groups and will depend on how many students are in the cohorts.

The portfolio is worth 50% of the final grade for the module. Late submissions will not be accepted.

The two written assignments must be uploaded to the Moodle page in PDF format by the due date. You must also complete and upload an anti-plagiarism statement and AI tool overview for all two portfolio assignments as well as for your business presentation.

Instructions and guidelines on writing your portfolio assignments

Follow these instructions carefully when writing your portfolio assignments. Failure to do so will result in points being deducted.

The following information must be in the header of **every** page of your assignment. Also make sure that all assignment papers have an appropriate layout, as well as required formatting and referencing (see further below).

For example:

Sonja Meier 222-BWL 1
English for Business
1st Portfolio assignment Letter of Complaint
300 words

Jonas Hausmann 222-BWL 2
English for Business
2nd Portfolio assignment SWOT Analysis
300 words

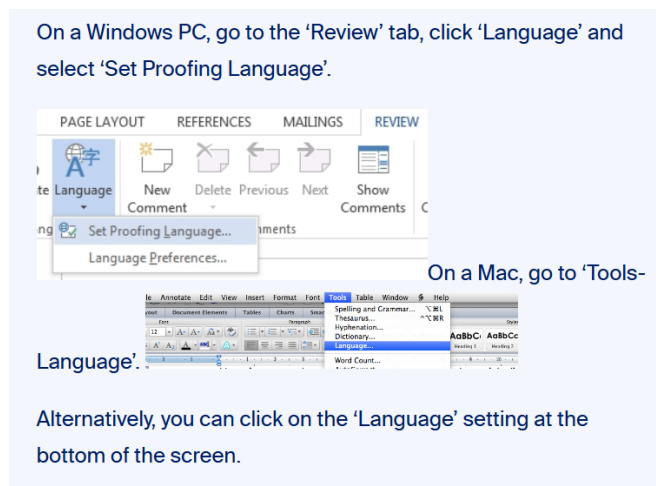
Other requirements

Assignment question: Copy the assignment question into your paper.

Word limit: The word limit does not include 'administrative' sections of the assignment, such as a reference list, or postal addresses.

Formatting

- Change the language settings on your device to UK English to avoid unintentional spelling mistakes.



- Make sure that all assignment papers have an appropriate layout and **use the following formatting**: an easily legible font (e.g. Arial or Times New Roman), font size 12, 1.5 line spacing, left margin: 2.5 cm, right margin: 3 cm (so that I have space for marking).

Important: Under no circumstances am I allowed to accept portfolio or homework assignments sent directly to me by email. You must upload them to the Moodle page by the due date. So, carefully check the submission dates and any instructions given with the assignment. Late assignments will not be accepted.

Course materials:

You will find material for our weekly meetings as well as other useful material on the Moodle page for this module.

¹⁾ Depending on the size of the groups, you will either present in pairs or in groups of 3 (8-10 mins/group grade) on an approved business topic of your choice.

Decide on the topic you'd like to present and upload it to the Moodle page no later than **22 September** for approval. Include a brief overview ($\frac{1}{2}$ to $\frac{3}{4}$ of a page) of your topic using 5 or 6 bullet points on what you wish to specifically talk about during your presentation exam.

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, so choose a tool or app that enables this.

Use Harvard Referencing Style for all references and citations in your portfolio assignments (see Moodle page for further information on this).