

Syllabus – Business English II (2 SWS - 3 ECTS)

Aims of the Course

On completion of the course, students will be able to

- read and understand upper-intermediate Business English texts;
- understand and apply business English vocabulary and terminology from the fields of management, company finance, financial markets, international trade, CSR, taxation, economic policy;
- translate those terms into German and vice versa;
- participate in discussions on those fields;
- produce communicatively effective written business texts (graph descriptions; business reports and proposals);
- give presentations in teams.

Teaching

This course uses the following methods: lectures, small-group work, team presentations with individual written feedback, discussions, listening comprehensions, vocabulary development and reinforcement of grammatical structures, role plays and case studies.

Admission

This course is designed specifically for students of (International) Business Administration at the Faculty of Business, Economics and Statistics. These students have priority over students studying at other faculties.

In order to take Business English II, students must have passed Business English I.

Assessment

Business English II is assessed by means of

- Presentation (30%)
- Final Test (70%)

In order to pass the course, students must reach an overall percentage score (PS) of more than 60%.

The presentation is a compulsory component.

No dictionaries or other reference materials are allowed in the exam.

Grading

The students will be awarded a grade on the basis of their overall percentage score (PS) as follows:

- PS 60.5-70 → Grade 4
- PS 70.5-80 → Grade 3
- PS 80.5-90 → Grade 2
- PS 90.5-100 → Grade 1

Attendance

According to university regulation, this course is "prüfungsimmanent", which means that in principle students must attend every class. Exceptionally, they may miss a maximum of three sessions. If they miss more than three sessions without good cause, they automatically fail.

Failure to attend the first session without prior notification will result in losing the place in the course.

Course Literature

Emmerson, Paul (2009): *Business Vocabulary Builder*. Macmillan Education.

Emmerson, Paul (2010): *Business Grammar Builder*. Macmillan Education.

MacKenzie, Ian (2010): *English for Business Studies*. CUP.

Additional material compiled by the lecturer

Online Material

Cambridge Advanced Learner's Dictionary. [online] available from <<http://dictionary.cambridge.org>> [7 February 2017].

Collins Cobuild Advanced Dictionary. [online] available from <<http://www.mycobuild.com/free-search.aspx>> [7 February 2017].

Longman Dictionary of Contemporary English. [online] available from <<http://www.ldoceonline.com>> [7 February 2017].

Macmillan Dictionary Online. [online] available from <<http://www.macmillandictionary.com>> [7 February 2017].

Merriam-Webster Online. [online] available from <<http://www.merriam-webster.com/dictionary>> [7 February 2017].

Oxford Advanced Learner's Dictionary of English. [online] available from <<http://www.oup.com/elt/catalogue/teachersites/oald7/lookup?cc=global>> [7 February 2017].

The Financial Times Lexicon. [online] available from <<http://lexicon.ft.com/>> [7 February 2017].

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Banking	Referencing
Stocks and bonds	Presentations
Venture capital	Prepositions
Accounting and financial statements	Linkers
Market structure, competition and takeovers	Business trends
Government and taxation	Graph descriptions
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