

## **Syllabus – Business English III (2 SWS - 4 ECTS)**

### **Aims of the Course**

On completion of the course, students will be able to

- give presentations;
- give peer feedback;
- participate in meetings;
- chair meetings;
- participate in negotiations using the Harvard Method;
- write minutes of meetings and negotiations.

### **Teaching**

This course uses the following methods: lectures, small-group work, presentations, individual written feedback, peer feedback, discussions, vocabulary development, role plays, (video recorded) negotiations and their analysis.

### **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.

### **Assessment**

Business English III is assessed by means of

- Presentation (25%)
- Negotiation and minutes (50%)
- Final written test (25%)

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

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.

Fischer, Roger, William Ury, and Bruce Patton (2012): *Getting to yes: negotiating agreement without giving in*. Random House Business.

Additional material compiled by the lecturer

## Online Material

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

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

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

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

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

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

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