

Syllabus – Preparatory Course (2 SWS - 2 ECTS)

Aims of the course

On completion of the course, students will be able to

- read and understand English texts on an intermediate level;
- understand and apply business English vocabulary and terminology on an intermediate level;
- give presentations in teams;
- participate in discussions.

Teaching

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

Admission

This course is designed specifically for students of (International) Business Administration at the Faculty of Business, Economics and Statistics.

Assessment

The preparatory course is assessed by means of:

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

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.

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

Additional Material compiled by the lecturer.

Content

1	Introduction
2	Your background and career
3	Your company
4	Your job
5	Issues in the workplace
6	Pay and benefits
7	Recruitment
8	Midterm Test
9	Management styles and qualities
10	Inside a factory
11	The business cycle
12	The economy
13	Global issues for the 21 st century
14	Revision
15	Final Test

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].