

<b>General information</b>			
Course co-ordinator		Dubravka Paris, MA, Lecturer	
Course title		<b>BUSINESS ENGLISH III</b>	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Obligatory	
Year	Semester	2	III
Value of credits and lecturing procedures		ECTS	4
		Number of hours (Lectures+Seminars)	45 (15+30)

<b>1. COURSE DESCRIPTION</b>	
<i>1.1. Objectives</i>	
<p>The course objectives primarily comprise development of oral and written linguistic skills within the business context (reading, listening, speaking and writing). Students are expected to master communication skills in various business situations and to become aware of cultural differences. In addition, it is significant to master the corresponding vocabulary of Business English. The important objective is to learn and correctly use grammar rules of the English language.</p>	
<i>1.2. Course enrolment conditions</i>	
Passed exams in Business English I and Business English II.	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> <li>1. to define and explain the basic terms and expressions regarding the topics comprised by the corresponding unit in the coursebook</li> <li>2. to correctly use the grammar rules included in the corresponding unit in the coursebook</li> <li>3. to identify and apply the basic communication skills encompassed by the corresponding unit in the coursebook</li> <li>4. to analyse and apply written communication skills comprised by the corresponding unit in the coursebook</li> <li>5. to develop and apply a listening technique of native and non-native speakers of English and note-taking</li> </ol>	
<i>1.4. Course contents</i>	
<p>The following units are comprised: Alliances, Projects, Teamworking, Information, Technology, Advertising, Law, Brands.  The following grammatical units are comprised: Tenses, Articles, Modal Forms, Question Forms, Relative Clauses, Gerunds and Infinitives, Passive Voice, Adjectives and Adverbs.  Business Correspondence includes the following: revision of parts of a business letter, punctuation, writing numbers, abbreviations, minutes, short reports.  Each unit comprises specific issues on cultural awareness. Depending on the level of knowledge of the particular group students are required to prepare case studies and presentations referring to the main topic of the unit.</p>	
<i>1.5. Teaching methods</i>	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> instruction <input checked="" type="checkbox"/> guided discovery learning <input checked="" type="checkbox"/> discussion <input checked="" type="checkbox"/> group/team learning <input checked="" type="checkbox"/> independent discovery learning
<i>1.6. Comments</i>	

1.7. <i>Students' obligations</i>							
In order to acquire the lecturer's signature part time students are obliged to attend 50% of the total teaching hours, whereas full time students are obliged to attend 70% of the total teaching hours. Students are expected to actively participate in lecturing and learn for the following session.							
1.8. <i>Monitoring students' accomplishments</i>							
Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	1	Oral exam	1	Essay		Research work	
Project		Permanent testing of student's knowledge	0.5	Written presentation		Practical work	
Portfolio		Independent task solving	0.5				
1.9. <i>Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work</i>							
The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. Active participation and independent task solving are evaluated during teaching hours. Two mid-term exams are written in the semester. If the students have passed both mid-term exams they are obliged to take an oral exam, only. The exam includes a written part and an oral part. The final grade is based on the total sum of grades obtained in the written exam (50%) and oral exam (50%).							
1.10. <i>Obligatory literature</i>							
1. Trappe, T., Tullis, G. (2013): Intelligent Business – Upper Intermediate, Pearson Longman							
1.11. <i>Optional literature</i>							
1. Eastwood, J. (2011): Oxford Practice Grammar, Oxford University Press 2. Duckworth, M.: (2003): Business Grammar and Practice, Oxford University Press 3. Oxford Business English Dictionary (2006), Oxford University Press 4. Mascull, B. (2007): Business Vocabulary in Use, Cambridge University Press 5. Ashley, A. (20190): Business Correspondence, Oxford University Press							
1.12. <i>Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.</i>							
At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching staff is aimed at making some corrections in order to improve the quality of teaching.							
1.13. <i>Expected competences:</i>							
<ul style="list-style-type: none"> <li>- Linguistic competences and successful management of characteristic business communication</li> <li>- Competence of writing business letters using specific linguistic terms and expressions</li> <li>- Competence of presenting various topics in the business environment in public</li> <li>- Competence of finding necessary information on the Internet (use of dictionaries, technical literature, etc.)</li> </ul>							