



Faculty of Arts and Education
English
Syllabus

Course Approval

The syllabus was approved by the Board of the Faculty of Arts and Education on 11 August 2007, and is valid from the Autumn semester of 2007 at Karlstad University.

Course Code: ENGA1E

Business English I, 15 ECTS Credits

(Engelska för ekonomer I, 15 Swedish credit points)

Degree Level: Bachelor

Progression Level: A

Language of Instruction

English

Prerequisites

Upper secondary English B

Major Field of Study

Learning Outcomes

The aim of the course is that students develop basic language skills and the cultural and linguistic knowledge required to communicate in English in the fields of business and economy.

Upon completion of the course students should be able to:

- use dictionaries, manuals and Internet search engines in order to develop skills in using the English appropriate for the business world,
- distinguish between formal and informal usage in speaking and writing,
- produce standard forms of business correspondence, electronic mail, memos, and applications in conformity with conventions,
- give an account of the content of non-fictional texts in English,
- demonstrate knowledge of subcultures and communication patterns in different parts of the world and an understanding of how these affect global communication in English.

Content and Form of Instruction

Instruction is individual and in groups. Students study documents, texts, listening comprehension, and submit different kinds of written texts. Students are required to participate actively in all aspects of the course.

Grammar

Basic grammatical skills with an emphasis on the formal language used in different types of economic and business documentation.

Vocabulary and Pronunciation

General vocabulary and the vocabulary used in economy and business; pronunciation in the English-speaking

world; telephone communication skills.

Business Documents

Standard forms of business correspondence, electronic mail, memos, and applications.

Intercultural Communication

The communication process in different parts of the world; subcultures; communication patterns; group discussions and active listening.

Language Aids

Working with dictionaries, manuals, and Internet search engines.

Reading List

See separate document.

Examination

Examination is in the form of hand-in assignments, individually and in groups. Individual assignments cannot replace the required group assignments.

Grades

One of the grades Fail (U), Pass (G), or Distinction (VG) is awarded in the examination of the course.

Quality Assurance

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course assessment is based on student views and experiences as reported in written course evaluations and/or group discussions. Students will be informed of the result of the evaluation and of the measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional Information

Students who enrolled before 1 July 2007 will complete their studies in accordance with the requirements of the earlier admission. Upon completion students may request degree and course certificates to be issued under the current ordinance if they meet its requirements.

The local regulations for studies at the Bachelor's and Master's levels at Karlstad University, ref. C2007/368, stipulate the obligations and rights of students and staff.

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