



Faculty of Arts and Social Science
English

Syllabus

Business English I

Course Code:	ENGA1E
Course Title:	Business English I <i>Engelska för ekonomer I</i>
Credits:	15
Degree Level:	Undergraduate level
Progressive Specialisation:	First cycle, has only upper-secondary level entry requirements (G1N)

Major Field of Study:

Course Approval

The syllabus was approved by the Faculty of Arts and Social Science 2015-03-02, and is valid from the Autumn semester 2015 at Karlstad University.

Prerequisites

General admission requirements and upper secondary level English 6 or B

Learning Outcomes

Upon completion of the course, students should be able to:

- use dictionaries, handbooks and Internet search tools to improve their ability to use English adequately in the area of economy and business,
- distinguish between formal and informal language in speech and writing,
- produce common types of business documents, electronic mails, PMs and applications according to conventions,
- give an account of the content of literature in the field,
- give an account of sub cultures and communication patterns in some parts of the world, and
- demonstrate understanding of how these affect global communication in English.

Content

The aim of the course is that students develop basic communicative skills and acquire the knowledge of language and culture required to communicate in English in the field of economy and business.

The course includes the following components:

Grammar

Diagnosis of pre-knowledge and basic grammar with an emphasis on the formal language used in economy and business documentation.

Vocabulary and pronunciation

Vocabulary building through the study of general and business-oriented texts and materials.
Pronunciation variants in the English-speaking world and telephone communication exercises.

Business documents

Production of basic documents used in business correspondence and electronic mail, PM and applications.

Intercultural communication

The communication process in various parts of the world and in sub cultures. Discussions to increase awareness of what happens when different communication patterns interact.

Language aids

Hands-on training to use dictionaries, handbooks and searching information on the web to produce better English in writing business documents.

Instruction is in the form of individual and group study of documents, listening comprehension exercises and hand-in assignments. Students are expected to participate actively in all activities.

Reading List

See separate document.

Examination

Assessment of learning outcomes is based on written and oral presentations, individually and in groups. Participation in group assignments cannot be replaced by individual assignments.

Grades

One of the grades Distinction (VG), Pass (G), or Fail (U) 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 evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional information

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