



Faculty of Arts and Social Sciences
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 Sciences 2021-03-08, and is valid from the Autumn semester 2021 at Karlstad University.

Prerequisites

General admission requirements and upper secondary level English B

Learning Outcomes

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

1. correspond in English in basic business contexts using language adapted to the situation and the addressee,
2. plan, carry out, and document a collaborative project entirely in English and compose a project report including references to economic aspects, and
3. in collaboration with others, plan and carry out an oral presentation using business English.

Content

The purpose of the course content is to promote and develop students' communicative skills in business English with a particular emphasis on customer relations and global issues.

Meetings are focused on oral interaction and presentation exercises in pairs, small groups, or the entire class. In between meetings, students are responsible for working continuously with writing and specialised vocabulary, both individually and in groups, and for reflecting upon their own learning and given and optional topics. Students are aided by supervision, feedback from the teacher on hand-in assignments, and reading assignments on the course literature and other recommended texts and exercises available through the virtual learning environment.

English is used for all teaching, supervision, and course-related communication.

Reading List

See separate document.

Examination

Learning outcome 1 is assessed on the basis of individual written hand-in assignments.

Learning outcome 2 is assessed on the basis of a written group assignment.

Learning outcome 3 is assessed on the basis of an oral presentation carried out in groups with individual contributions clearly indicated.

If students have a decision from Karlstad University entitling them to Targeted Study Support due to a documented disability, the examiner has the right to give such students an adapted examination or to examine them in a different manner.

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 and Master levels at Karlstad University stipulate the obligations and rights of students and staff.