



Faculty of Arts and Education
English
Syllabus

Course Approval

The syllabus was approved by the Faculty Board of Arts and Education on 20 November 2007, and is valid from the Spring semester of 2008 at Karlstad University.

Course Code: ENGA2E

Business English II, 15 ECTS Credits

(Engelska för ekonomer II, 15 Swedish credit points)

Degree Level: Bachelor

Progression Level: A

Language of Instruction

English

Prerequisites

Business English I, 15 ECTS Credits

Major Field of Study

Learning Outcomes

The aim of the course is to help 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:

- interpret and create business documents written in English
- express themselves correctly in English in the fields of business and economy
- apply their knowledge of communicative patterns in various parts of the world and show comprehension of how these are affecting global communication using English as language of communication.

Content and Form of Instruction

Instruction is done both collectively and individually by studying documents, longer texts, listening comprehension exercises, and hand-in assignments in writing. Students will use information from the web, dictionaries, and manuals to improve their skills in composing business documents in English.

Vocabulary including pronunciation:

Studies and discussions of business documents in fields such as economic reports, HSE (Health, Safety, Environment), quality, equal opportunity and diversity, CST (Corporate Social Responsibility). Pronunciation in English-speaking countries is taken into account.

Communicative skills:

Students will practice common situations in the business world such as presentations, reports, meetings, and negotiations as well as how to compose the relevant types of documents. Furthermore, the cultural influence of English as a global language of communication is observed through in-depth studies of the way English is used

in various countries around the world.

Written/oral proficiency:

In the form of an independent project, students will analyze existing material as well as conduct interviews in a business related field and compile their own material. The project can also be presented in video format.

Reading List

See separate document.

Examination

Examination is in the form of group assignments and individual assignments. Participation in group assignments cannot replace individual 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.

ENGA2E and ENGE02 overlap and cannot both be included in a degree.

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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