



Faculty of Arts and Social Sciences  
English

# Syllabus

## Business English II

<b>Course Code:</b>	ENGA2E
<b>Course Title:</b>	Business English II <i>Engelska för ekonomer II</i>
<b>Credits:</b>	15
<b>Degree Level:</b>	Undergraduate level
<b>Progressive Specialisation:</b>	First cycle, has less than 60 credits in first-cycle course/s as entry requirements (G1F)

### 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

ENGA1E Business English I, 15 ECTS credits, or equivalent

### Learning Outcomes

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

1. compose a process description in English and adapt it to a target audience in the field,
2. compose application documents in English aimed at the international labour market,
3. in collaboration with others, produce an investment proposal in English addressed to international investors or entrepreneurs, and
4. in collaboration with others, plan and carry out an oral presentation in English which is clearly adapted to a target audience in the field.

### Content

The purpose of the course content is to promote and develop students' communicative skills in business English with a particular emphasis on processes, the labour market, projects, and

international cooperation.

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 outcomes 1 and 2 are assessed on the basis of individual written hand-in assignments.

Learning outcome 3 is assessed on the basis of a written group assignment.

Learning outcome 4 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 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 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.

The course ENGA2E cannot be included in the same degree programme as the course ENGAT2.