

Business Communications (B2.2–C1.1)				
Department code: IBM2.5	Module name in German: Business Communications (B2.2–C1.1)			
Workload: 150 hours, made up of: 72 contact hours 78 self-study hours	ECTS credits: 5 ECTS	Semester: 2nd semester	Frequency of module: Summer semester	Duration: 1 semester
Module type: Compulsory module	Academic level: Bachelor's degree	Suitability of module: Recommended pre-requisite for Academic Reading & Writing, Bachelor's Thesis; study programmes in the fields of business and economics		
1	Learning outcomes: Students will be able to interpret the content of long and complex technical texts and discussions in a practical business setting. Students will be able to communicate in such a way that they only rarely, or almost unnoticeably, have to search for the right words while doing so. They will acquire a proficiency in using language effectively and flexibly. They will have the ability to express themselves in a clear, structured and in-depth manner on complex issues, be able to represent points of view, develop alternatives and argue in a solution-oriented manner.			
2	Module content: <ul style="list-style-type: none"> – Professional correspondence in the form of emails, letters and memos – Written applications and interviews in English-speaking countries – Preparation, implementation and moderation/chairing as well as documentation of presentations and meetings with colleagues and/or superiors/line managers – Preparation and implementation of conflict dialogue at the workplace – Preparation and implementation of staff appraisals – Preparation, execution and conclusion of sales negotiations and other contractual negotiations – Discussion and evaluation of basic legal norms 			
3	Teaching and learning methods: 3 SWS seminar-type tuition 1 SWS practical tutorial			
4	Module language: English			
5	Pre-requisites for studying this module: required: none recommended: Business English			
6	Type of examination: Written examination or oral interview			
7	Assessment methods: Graded			
8	Requirements for awarding ECTS credits: Student must pass module examination			
9	Other remarks: None			