

Professional and Academic English (B2)					
Number IBW 4.3	Workload 150 hrs	Credits 5 ECTS	Semester 4th	When offered Winter/summer semesters	Duration 1 semester
1	Coursework (hrs/week) a) Seminars: 3 b) Exercises: 1	Contact hours 4 hrs/week = 72 hrs		Self-study 78 hrs	Language English
2	Learning outcomes Students will be able to express themselves in written business correspondence using the proper form, style and syntax, and take an explicit position and argue their standpoint in a clear, concise and detailed manner during business-related interpersonal and intercultural meetings and discussions. Students will also be able to persuade readers by breaking down and analyzing objects and ideas as part of scholarly writings of linguistically high quality, and subsequently present and defend their conclusions orally in the English language.				
3	Course content Business-related communications <ul style="list-style-type: none"> – Business correspondence: the proper form and style for letters, memos, minutes, and emails – Preparing job applications and packages for international use – Job interviews in an international setting – Interpersonal and intercultural communications; working in teams; and how to plan, conduct, and keep records of meetings and negotiations Using language in an academic context <ul style="list-style-type: none"> – Planning, writing and revising academic papers – Presenting the results of academic work and conducting scholarly discussions 				
4	Teaching methods Interactive seminar-like instruction, exercises, role playing, presentations, and case studies				
5	Course prerequisites Formal: None Recommended: Module IBW 1.5 (Business English B1/B2)				
6	Type of examination Written				
7	Requirements for the award of credit hours Passing grade on module examination				
8	Course share of final grade: 5 / 175 (= 2.86%)				