### Professional and Academic English (B2)

<table>
<thead>
<tr>
<th>Number</th>
<th>Workload</th>
<th>Credits</th>
<th>Semester</th>
<th>When offered</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBW 4.3</td>
<td>150 hrs</td>
<td>5 ECTS</td>
<td>4th</td>
<td>Winter/summer semesters</td>
<td>1 semester</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Coursework (hrs/week)</th>
<th>Contact hours</th>
<th>Self-study</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Seminars: 3</td>
<td>4 hrs/week = 72 hrs</td>
<td>78 hrs</td>
<td>English</td>
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<tr>
<td>b) Exercises: 1</td>
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**1 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.

**2 Course content**

**Business-related communications**
- 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**
- Planning, writing and revising academic papers
- Presenting the results of academic work and conducting scholarly discussions

**3 Teaching methods**

Interactive seminar-like instruction, exercises, role playing, presentations, and case studies

**4 Course prerequisites**

Formal: None
Recommended: Module IBW 1.5 (Business English B1/B2)

**5 Type of examination**

Written

**6 Requirements for the award of credit hours**

Passing grade on module examination

**7 Course share of final grade:** 5 / 175 (= 2.86%)