**Course-specific competences**

Course code: FEV18TB04

Course name: Swedish for business

**Competences** **Criteria for Assessment**

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|  | 1 | 3 | 5 |
| Oral skills | Passable presentation skills which is characterized by partial style inappropriate language, unstructured content and lack of commitment. | Good presentation skills which is characterized by structured content, appropriate language and positive attitude | Excellent presentation skills characterized by thoughtful and well-structured content, clear and versatile language and positive attitude towards the subject and the situation. A knowledgeable impression is given. |
| Written skills | Passable written ability which shows uncertainty about writing rules and expressing themselves in writing. | Good written ability which shows that the writer manages writing rules and has a sense of style. | Excellent writing ability that shows that the writer uses a versatile, stylish and flawless writing language. |
| Information retrieval and reference | Ability to search for sources for an assignment, but the sources are superficial and elementary. Trying to use a reference system and succeeding to some extent. | Good ability to gather reliable sources for a task. Good ability to use a reference system in a functioning manner | Excellent ability to critically search for reliable and credible sources for a task. Excellent ability to use one or more reference systems and knowing where they are used. |
| Reporting | Ability to set up a report where the rules of standardization are shown to some extent. The language is freakish and there are errors, but the language is understandable. | Good ability to set up a transparent report in accordance with the rules for standard setup. The language is understandable and functional. | Excellent ability to set up a well-structured and visually appealing report. The report text is well written, adapted to the subject and error free. |
| Business communication | Know the process of a written business negotiation in general and the terminology used in the field. Incorrect documentation. | Good ability to make documents belonging to a written business negotiation, know the process and use the associated terminology. | Exquisite ability to make neat and clear documents that are part of a written business negotiation, use and are well familiar with the associated terminology. |