**Course description**

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| **Course code:** |  FEV18KO04 |
| **Course name:** |  Business English 1 |
| **Extent of studies:** |  3 ECTS |
| **Recommended Progression of Studies:** |  First year  |
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| **Prerequisites:** | B1 in CEFR |
| **Course-specific Competences (matrix)**: | xxxxx  |
| **Language of instruction**: | English |
| **Courses included in the Study Module:** | Communication Skills  |

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| **Administering Degree Programme:** | Business Administration |

**Course-specific competences**

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

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|  | 1 | 3 | 5 |
| Styles of English | KNOWLEDGEBeing able to identify the different styles of English, their characteristics and usage. | AWARENESSBeing able to create documents using the different styles of English, according to their characteristics and terms of usage. | SKILLBeing able to implement and critically reflect the gained knowledge of the different styles of English, their characteristics and usage and communicate successfully within the framework. |
| Creating business documents | Creating templates of working-life and business related documents in English. | Creating personalized and up-to-date documents in business and working life. | Being able to apply, implement and critically reflect the gained knowledge of the concept of business related documents. |
| Job seeking process | Identifying the processes of applying for a job, attending a job interview and the skills needed in English. | Being able to attend and manage the processes of applying for a job, attending a job interview and the skills needed in English. | Being able to apply, implement and critically reflect the gained knowledge of the processes of applying for a job, attending a job interview and further skills needed in English. |
| Meeting and negotiation skills | Being able to define the elements of meetings and negotiation stages in English. | Being able to attend and manage meeting and negotiations in English. | Being able to apply, implement and critically reflect the gained knowledge of managing meetings and negotiations in English. |
| Oral presentation | Being able to deliver an oral presentation on a subject within business or working life in general. | Being able to deliver an oral presentation on a subject within business or working life in general according to the principles of a constructed and professional presentation. | Being able to successfully deliver an oral presentation on a specific subject within business or working life according to the principles of a constructed and professional presentation using the rhetorical and linguistic tools introduced in the course. |