

# **Business English**

**Syllabus**

**Academic Year 2018 - 2019**

**Autumn 2018 Semester**

**Faculty of Business and Economics**

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<b>Course Code</b>	6000MBEN15
<b>Study points</b>	30 ECs
<b>Academic Year</b>	2018 – 2019
<b>Course website</b>	<u><a href="#">Business English</a></u>

## **Table of Contents**

**Business English course 3**

**Course Programme 4**

**Exams, assessment and feedback 8**

## **Business English Minor course**

The Business English Minor course is intended for students who wish to improve their business communication skills in English and who already have a reasonable grasp of English.

This course focuses on improving both fluency and listening skills in business situations. You will develop your business communications skills in English, for instance in giving presentations, job interviews or running meetings.

You will also work on improving your writing skills for business: reports, job applications and e-mail. Developing a familiarity with and knowledge of the most up-to-date business terminology will be an integral part of the course.

In this course, we will cover all aspects of business communication skills in English. The aim is to help you improve your production of English in writing and speaking, as well as developing passive comprehension with respect to listening and reading.

### **Course Objectives**

During this course your listening, speaking, reading and writing skills will be brought up to advanced level (i.e. C1 Language Level of the Common European Framework of Reference).

After the course, you should be able to communicate more confidently, fluently and naturally in English. We will focus specifically on business jargon, with the aim of broadening your passive and active knowledge of both business-related and general vocabulary.

You will also develop skills and competences required to work in an international business environment where English is the working language. In this course, you will build a Business English Language Portfolio consisting of several assignments, including written and speaking assignments, which will help you in pursuing a career in international business.

### **C1 Business Higher Cambridge Business English Certificates**

The Business English Minor prepares you for the Cambridge Business English Certificates (C1 Business) exams. These exams are internationally recognized qualifications that show employers your skills for using English in the workplace.

C1 Business is an ideal English language exam if you are preparing for a career in business. During this course, you will be working at the C1 Business Higher level (i.e. C1 CEFR level). For more information, visit the [Cambridge C1 Business Higher website](#) and the [British Council Netherlands website](#).

## **Course Programme**

You of the Business English course will be following the Cambridge Business English Certificate programme.

### **First session: Diagnostic Test**

At the beginning of the course, you will be given a diagnostic test to assess your level of English, which will give both you and your lecturer a good idea of your strengths and weaknesses.

### **Business English Portfolio**

The Business English Language Portfolio consists of several assignments, including written and speaking assignments, all geared towards job hunting in a global business environment. Further details and specifications relating to deadlines and the content of this portfolio will be provided in class. The individual assignments will be handed in on deadlines set throughout the semester and then feedback will be provided. You will submit your complete and final portfolio at the end of the semester

### **Professional Development**

Learning a language is an on-going process that requires consistent and continuous effort and attention. We expect you to attend class and actively take part in class discussions and activities. Your progress and commitment will be monitored throughout the semester and will be taken into account when determining the final mark for your language portfolio. The course is designed to address the needs and abilities of all students taking part and your lecturer will be giving you as much continuous feedback and critique as possible.

## Course schedule

The Business English course covers one semester, consisting of two terms of 10 weeks each. Check the academic year planning on the course website for exam periods, important term dates and holidays.

Below is the **provisional** weekly course schedule.

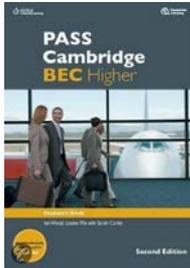
### Term 1

Semester Week	Topic	Preparation
1	<ul style="list-style-type: none"> <li>• <b>Diagnostic Test</b></li> <li>• Grammar and Vocabulary refresher</li> </ul>	<ul style="list-style-type: none"> <li>• Study course description in syllabus.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Reading Exam Part 1</li> <li>• Reading Exam Part 2</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook, unit 1</li> <li>• Practice material</li> </ul>
3	<ul style="list-style-type: none"> <li>• Reading Exam Part 3</li> <li>• Reading Exam Part 4</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook,, unit 2</li> <li>• Practice material</li> </ul>
4	<ul style="list-style-type: none"> <li>• Reading Exam Part 5</li> <li>• Reading Exam Part 6</li> <li>• Writing Exam Part 1</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook, unit 3</li> <li>• Practice material</li> </ul>
5	<ul style="list-style-type: none"> <li>• Review Writing Exam Part 1</li> <li>• Writing Exam Part 2</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook, unit 4</li> <li>• Practice material</li> </ul>
6	<ul style="list-style-type: none"> <li>• Review Writing Exam Part 2</li> <li>• Exam Practice: Reading Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook, unit 5</li> <li>• Practice material</li> </ul>
7	<ul style="list-style-type: none"> <li>• Exam Practice: Writing Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Course Book &amp; Workbook, unit 6</li> <li>• Practice material</li> </ul>
Exam Week		
Resit Week		
Feedback Week		

## Term 2

Semester Week	Topic	Preparation
11	<ul style="list-style-type: none"> <li>Listening and Speaking Exam introduction</li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook,, unit 7</li> <li>Practice material</li> <li></li> </ul>
12	<ul style="list-style-type: none"> <li>Listening Exam Part 1</li> <li>Speaking Exam Part 1</li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook, unit 8</li> <li>Practice material</li> </ul>
13	<ul style="list-style-type: none"> <li>Listening Exam Part 2</li> <li>Speaking Exam Part 2</li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook, unit 9</li> <li>Practice material</li> </ul>
14	<ul style="list-style-type: none"> <li>Listening Exam Part 3</li> <li>Speaking Exam Part 3</li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook,, unit 10</li> <li>Practice material</li> </ul>
15	<ul style="list-style-type: none"> <li>Review Listening Exam</li> <li>Review Speaking Exam</li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook,, unit 11</li> <li>Practice material</li> </ul>
16	<ul style="list-style-type: none"> <li>Exam Practice: Listening and Speaking Exam</li> <li><b>Deadline Business English Portfolio</b></li> </ul>	<ul style="list-style-type: none"> <li>Course Book &amp; Workbook,, unit 12</li> <li>Practice material</li> <li><b>Deadline Business English Portfolio</b></li> </ul>
17	<ul style="list-style-type: none"> <li>Revisions</li> </ul>	<ul style="list-style-type: none"> <li>Revision</li> </ul>
Exam Week		
Resit Week		
Feedback Week		

## Business English Minor Booklist



### **PASS Cambridge BEC Higher 2<sup>nd</sup> edition**

ISBN 10: 1133313221

ISBN 13: 9781133313229

### **PASS Cambridge BEC Higher: Workbook, 2nd edition**

ISBN 10: 1133316573

ISBN 13: 9781133316572

Publisher: Heinle-Cengage ELT

Edition: : 2nd Revised edition



### **Business Grammar Builder, 2<sup>nd</sup> edition, Paul Emerson, Macmillan,**

ISBN: 9780230732544



### **Advanced English Learners Dictionary. Recommended:**

**Longman Dictionary of Contemporary English 6th Edition**, available in hard-copy, online and mobile app: <http://global.longmandictionaries.com/>

### **Buy your books from:**

- Studystore: [www.studystore.nl](http://www.studystore.nl)
- Bol.com: [www.bol.com](http://www.bol.com)
- Book Depository: [www.bookdepository.com](http://www.bookdepository.com)

### **Suggested further reading and internet resources**

To improve your English and to keep abreast of the latest trends and developments in the business world, check out these sources:

- [HvA Library](#)
- [BBC website](#)
- The Economist, weekly magazine, [www.economist.com](http://www.economist.com)
- [Bloomberg Business Week](#)

Visit [www.iss-online.nl](http://www.iss-online.nl) for student discounts on news magazine subscriptions, e.g. [News Magazine Mix](#).

## Exams, assessment and feedback

### Exams and assessment

Though you will not be required to take the Cambridge Business English Certificate exam, C1 Business Higher exams will be given at the end of each term. These exams will be designed to mimic the experience and level of the C1 Business Higher examination. As such, the exams will test your knowledge of reading, writing, listening, and speaking. Grammar will not be tested or assessed separately but within the context of your written and spoken English.

Throughout the course, in-class tests and quizzes, as well as sample tests from the Cambridge C1 Business Higher exam, will be used as a means of giving you a quantifiable structure by which to follow their individual progress.

You can earn a maximum of 30 ECTS (academic credits) in this semester. You need to pass all exams in order to complete the course. The test formats, codes and the academic credits which can be earned are set out in the table below.

**Table: Examination and ECTS**

Examination Skills	SIS Catalogue No.	ECs	Test Period
C1 Business Higher Reading and Writing Exam	6215BEHRTS	6	Week 8
	6215BEHWTS	6	
C1 Business Higher Listening and Speaking Exam	6215BELSAS	6	Week 17 - 18
	6215BELLTS	6	
Business English Language Portfolio	6215BELPPO	6	Week 17
Total ECTS		30	

### Exam formats

As students will be prepared for taking the official Cambridge C1 Business Higher exam, the written exam consists of authentic exams set in a previous C1 Business Higher exam.

- The **Reading Exam** consists of six tasks, which test the candidates' ability to scan and skim texts, to edit and complete texts and to understand C1 business vocabulary.
- The **Writing Exam** consists of two tasks: commenting on a graph in a 140-word report and writing either a 250-word letter, a report, or a proposal.
- The **Listening Exam** consists of three tasks: listening for and noting specific information, listening to identify context and speakers' motivation and listening for gist.
- The **Speaking Exam**, too, follows the official C1 Business Higher format with an interlocutor and an assessor. It is taken in threesomes and consists of three tasks: a conversation between one student and the interlocutor and, a mini presentation and a discussion on a business topic between the three candidates. The assessor does not take any part in the interaction but focuses solely on listening to and making an assessment of certain aspects of your English speaking skills.

### Official C1 Business Higher exam at British Council Netherlands.

After completing the course you have the option of taking the official C1 Business Higher exam at the British Council Amsterdam. The exams are offered four times a year. Visit the [British Council website](#) for more details