

MINOR BUSINESS ENGLISH

If you are enrolled for this minor, you are obliged to follow and complete all parts of the course.

If you have specific questions about the course content, you should contact the responsible minor coordinator: Randy Bundel at r.bundel@hva.nl

Minor Business English			
Catalogue Number	Course name	30 ECTS	Examination
6200BERW15	BEC Higher Reading and Writing	12 ECTS	written exam
6200BELS15	BEC Higher Listening and Speaking	12 ECTS	written and oral exam
6200BELP15	Business English Language Portfolio	6 ECTS	assessment

Brief Description

The Business English Minor is intended for learners of English as a foreign language who wish to improve their business communication skills in English. The course focuses on improving both fluency and listening skills in business situations, such as meetings and presentations, as well as in improving writing skills for business: reports, proposals, letters and e-mail. **Developing a familiarity** with and knowledge of the most frequently used business terminology will also play an integral part in the course.

The Business English minor is a **well-rounded course that addresses all aspects of language learning**: thus, the aim is to help you improve business communication skills in English. Your English should be at upper intermediate level (B2 CEFR level) at the start of the course.

This course prepares you for the Cambridge English C1 Business Higher qualification, formerly known as BEC Higher Certificate. The official Cambridge exams are not included in the course. However, once you have completed the course, you will be ready to take these exams at a Cambridge Test centre anywhere in the world.

This certificate is recognised by major players in the global market place and attests to your advanced communication skills in using English in an international professional context.

Admission Requirements

The entry level of the course is English at an upper-intermediate level (min. B2 (CEFR level)). Applicants for the minor should send their IELTS or TOEFL results to assess whether they are eligible.

Learning Goals

The course prepares you for the official Cambridge BEC Higher Exams. During this course, you will develop your listening, speaking, reading and writing skills up to C1 level. After the course, you should be able to communicate more confidently, fluently and naturally in English.

You will also build a Business English Portfolio, which is a collection of assignments geared towards job hunting in a global business environment. The Business English Portfolio will help you develop the career skills required to perform successfully in an international workplace where English is the working language.

Time Table and lecture periods

The duration of the Business English course is one semester:

- Autumn 2020 Semester: September 2020 – January 2021
- Spring 2021 Semester: February – June 2021

There are two groups:

- Evening group: lectures on Tuesday and Thursday evenings;
- Saturday group: lectures on Saturdays, mornings and afternoons.

Location

Fraijlemaborg 133, 1102 CV Amsterdam

Study Programme Department

This course is organised by the Faculty of Business and Economics, Department of Part-Time Programmes-Marketing (Commerciële Economie)