

Course syllabus for ERASMUS+ incoming students

Course Title	
Business English in Practice	
Academic Teacher	Magdalena Urbaniak-Elkholy, PhD
E-mail	magdalena.urbaniak-elkholy@ansleszno.pl
ECTS credits	5
Number of hours	120
Course code	INT-IGE-BE-26
Course description	
The <i>Business English in Practice</i> course develops students' practical English language skills at the B2 level of the CEFR in a business context. It focuses on effective communication in a range of professional situations and enables students to use English confidently and appropriately in the workplace. The course provides practice in business-specific vocabulary, functional language, and communication strategies required for meetings, negotiations, presentations, telephone and online communication and other professional interactions. Particular emphasis is placed on developing fluency, accuracy and intercultural communication skills necessary for effective cooperation in international business environments.	
Learning outcomes - course content	
Upon successful completion of the course, students will be able to: 1. participate effectively in business discussions by expressing and justifying opinions, responding appropriately to others and using suitable discussion strategies; 2. engage in professional small talk to establish and maintain business relationships in a variety of workplace contexts; 3. apply appropriate negotiation strategies and language to achieve mutually beneficial outcomes in business negotiations; 4. conduct effective business telephone conversations using appropriate professional language and telephone etiquette;	

5. plan, prepare and deliver a clear and well-structured **business presentation** using appropriate business English;
6. demonstrate effective communication skills in a **job interview** by responding appropriately to interview questions and presenting their qualifications confidently in English.

Student workload (self-study description)

The total student workload consists of 120 hours, including 20 contact hours and 100 hours of independent study. Independent study includes completing homework assignments, reading the required literature and supplementary materials, preparing for classroom activities, and revising course content.

Students are expected to attend all scheduled classes and deliver a business presentation at the end of the semester.

Literature

1. D. Cotton, D. Falvey, S. Kent (2021): *Market Leader 3Ed Extra Intermediate*, Pearson.
2. J. Allison, P. Emmerson (2015): *The Business 2.0*, Macmillan.
3. P. Emmerson (2010): *Essential Business Vocabulary Builder*, Macmillan.
4. P. Emmerson (2010): *Business Vocabulary Builder*, Macmillan.
5. P. Emmerson (2010): *Business Grammar Builder*, Macmillan.
6. P. Emmerson (2007): *Business English Handbook*, Macmillan.
7. *Beat About the Bush in Business*, Regipio, 2020.
8. *Business Photo Cards – attractive business conversation lessons*, Vocabite, 2020.
9. *The Economist*, *Business English Magazine*, *Harvard Business Review*, *BBC Learning English*, *British Council Materials* – online resources