

## Courses in English Course Description

<b>Department</b>	10 Business Administration
<b>Course title</b>	<b>Business English for Professional Communication - Advanced</b>
<b>Hours per week (SWS)</b>	4
<b>Number of ECTS credits</b>	5
<b>Course objective</b>	This module is an advanced-level Business English communication course intended to strengthen and refine students' proficiency for professional and managerial purposes. Throughout this task-based module, students will further develop appropriate terminology, phraseology and effective communication skills to handle interactive situations in an international business context. Students will build confidence in verbal business communication and foster comprehension skills for contemporary business discourse. They will be familiarized with regional, organizational and formal communication specifics in Business English to contribute, lead and innovate appropriately. After successful completion of this course, students will have the skills and practice required to present themselves and/or their organizations at a high level of professionalism in challenging communication settings for business, work or further studies in an international context.
<b>Prerequisites</b>	Business English 2.2 and 3.2; at least Business English B2
<b>Recommended reading</b>	Texts and resources will be provided at the beginning of the semester.
<b>Teaching methods</b>	<ul style="list-style-type: none"> <li>• Interactive seminar</li> <li>• Research and practice assignments</li> </ul> <p>Students are expected to complete readings, present and analyse multi-media content and complete communication tasks as study assignments, and to contribute well-prepared findings and evaluations in class.</p> <ul style="list-style-type: none"> <li>• Group work</li> <li>• Constructive discussion and application</li> <li>• Simulations</li> <li>• Presentations and Q&amp;A</li> <li>• Independent study</li> </ul>
<b>Assessment methods</b>	Module assignment
<b>Language of instruction</b>	English
<b>Name of lecturer</b>	Ms. Emma Hewitt
<b>Email</b>	emma.hewitt@hm.edu
<b>Link</b>	
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Style, nuance and register for professional Business English</li> <li>• Organizational culture and communication in Business English</li> <li>• Purpose-driven business communication (face-to-face and online)</li> <li>• Business talks and presentations</li> <li>• Interviews</li> <li>• Meeting preparation and management</li> </ul>
<b>Remarks</b>	