

SYLLABUS

1. Course title:

BUSINESS ENGLISH 1

2. Code:

(max. 20 characters)

3. Cycle of study:

1

4. ECTS credits:

2

5. Type of course:

☒ Mandatory ☐ Elective

6. Prerequisites:

none

7. Class restrictions:

none

8. Duration / semester:

1

7

9. Weekly contact hours:

9.1. Lectures:

0

9.2. Seminars:

0

9.3. Laboratory/Practice classes:

2

10. Faculty:

Faculty of Mechanical Engineering

11. Department/study program:

Power Mechanical Engineering, Production Mechanical Engineering, Mechatronics

12. Lecturer:

13. Lecturer's e-mail:

14. Web site:

www.untz.ba

15. Course aims:

To teach students to communicate in English at pre-intermediate level, to introduce themselves and other people, to be able to establish a business contact, to host a business partner, arrange a business meeting, to arrange a business lunch in a restaurant, to book a hotel room for themselves and/or their business partners.

16. Learning outcomes:

At the end of the semester successful students will be able to

- read and understand longer texts about business in English
- speak English fluently at business meetings
- write reports and business letters in English

17. Course content:

- Introducing yourself and describing your work day.
- Discussion about successful companies.
- Receiving guests in English.
- Arranign a meeting.
- Writing an e-mail and a business letter.
- Travelling by plane.
- Staying in a hotel.
- Grammatical units include: present future and past tenses, adverbs, and countable and uncountable nouns.

18. Learning methods:

Classes are held using various multimedia teaching aids, active study and active participation of students in the teaching process. Various types of in-class activities.

The language of instruction is English.

19. Assessment methods:

After the first half of the semester students take a test which includes the topics covered. For this assignment, students can earn a maximum of 40 points. All students take the test at the same time to ensure that everyone has an equal chance. For continued active in-class participation over the semester students can earn a maximum of 10 points. The final exam is in the written form. The maximum number of points that each student can earn is 50. In order to pass the final exam, students are required to earn at least 25 points.

20. Assessment components:

Pre-exam points amount to a maximum of 50 points and the maximum number of points that can be earned on the final exam is 50. Pre-exam points include one mid-term test, each earning a maximum of 40 points, attendance and in-class active participation for which students can earn a maximum of 10 point. This amounts to a total of 100 points (50+40+10).

The minimum number of points required to pass an exam is 54.

The final grades are

0-54 = fail

54-100 = pass

21. Required reading list:

1. Taylor, Liz (2004). International Express – pre-intermediate student's book. Oxford University Press.
2. Taylor, Liz (2004). International Express – pre-intermediate workbook. OUP.
3. Taylor, Liz (2004). International Express – power book. OUP.

22. Web sources:**23. Applicable starting from the academic year:****24. Adopted in the Faculty/Academy session:**