



APPLIES TO ACADEMIC YEAR 2012/2013

## **BIK 2988 English for Business**

### **Programme**

Single courses

### **Responsible for the course**

Charles Cooper

### **Department**

Department of Communication - Culture and Languages

### **Term**

According to study plan

### **ECTS Credits**

7,5

### **Language of instruction**

Norwegian and english

### **Introduction**

#### **Learning outcome**

Many Norwegians feel that their English is basically up to par. But when it comes to using English on the job when working with non-Norwegian-speaking colleagues and customers, communicating with business partners or establishing an agreement abroad, they often feel they could do a good deal better. This course has been developed to provide practical, business-oriented language and communication training to people in this situation.

Major elements:

- Writing English correctly in a professional context
- Increasing your vocabulary
- Improving your ability to discuss, argue a point and present material in English

#### **Prerequisites**

Requirements: English from high school or the equivalent.

#### **Compulsory reading**

##### **Books:**

Powell, Mark. 2004. New business matters : coursebook ; business english with a lexical approach. 2nd ed. Thomson Learning

#### **Recommended reading**

##### **Books:**

Hansen, Einar. 2007. Bedre engelsk forretningspråk : spesialordbok i økonomisk administrativt fagspråk. 5. utg. Cappelen akademisk forl

#### **Course outline**

- Writing better business English
- Presenting material orally in English
- Expanding vocabulary in:
  - management
  - accounting
  - advertizing and marketing
  - economics
  - finance
  - human resources

#### **Computer-based tools**

itslearning

#### **Learning process and workload**

The course is based on 48 teaching hours of lectures. Classes are held in English and include language training, discussion, group work and presentations. Participants are encouraged to give a presentation of

work-related material during the course of the semester.

**Examination**

Assessment: The course is completed by a three-hour individual written exam.

**Examination code(s)**

BIK 29881 - Written exam; accounts for 100% of the final grade in BIK 2988, 7,5 ECTS credits.

**Examination support materials**

English-English, Norwegian-English, English-Norwegian dictionaries.

**Re-sit examination**

Re-sit at the next ordinary exam.

**Additional information**