APPLIES TO ACADEMIC YEAR 2014/2015

BIK 2988 English for Business

Programme
Single courses

Responsible for the course
Charles Cooper

Department
Department of Communication and Culture

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 forretningsspråk : 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 46 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