

Business English

Student Load: 4 SWS

Instructor: Jochen Rump

Textbooks: Teaching script based on a variety of text sources, realia, articles, et al.

Content: Socializing, Telephoning, Business Correspondence, Presentation, Negotiations, Company Descriptions, Logistics, False Friends, Grammar Exercises, et. al.

Goals: Building up advanced business vocabulary. Being able to communicate and negotiate with clients on business topics and creatively presenting ideas, concepts and processes. Developing style friendliness in communication.

Prerequisites: B 1 European Language portfolio

Method of teaching: lecture, group work, student presentation, homework

Exam: 60 min. (written) / 20 min. oral examination (individual or group presentation)