

**Faculty: Foreign Languages**

**Study program: Bachelor in English Language**

**Course Title: Business English**

**Course Credits: 4 ECTS**

**Language of Instruction: English**

**Course Description:** Business English is a flexible course at the upper-intermediate level for students who need or will soon need to use English in their day-to-day work. All four skills- listening, speaking, reading, writing- are developed through a wide range of tasks which closely reflect the world of work. It is provided a variety of business settings and situations in which students can practice and improve their communication skills in English, so that they can become more confident, fluent, and accurate.

**Course Goals:** Students will be able to: to communicate with others in practical, business-oriented situations; to express themselves in English with greater fluency, accuracy and confidence; to handle themselves in English in a variety of business contexts, from negotiating, to using the telephone, to making presentations, to socializing.

**Course Requirements:**

Projects

Essays

Assignment

Seminar participation

**Grading:**

Tests: 60%

Class participation, projects, essays, course assignments: 40%

**Course Schedule:**

One seminar per week.

Two lectures per week.

Lectures are optional.

Seminar attendance is 75%.