Study program: Mechanical Engineering; Information Technologies and Systems

Type and level of studies: Bachelor studies

Course unit: Business English 2

Teacher in charge: Dr Nataša Pavlović

Language of instruction: English

ECTS: 2

Prerequisites: B1 English level

Semester: Winter semester

Course unit objective:

Developing language skills necessary for effective business communication. Introduction to a broader terminology in the field of business language through various examples of concrete situations. Increasing confidence in using English, particularly through the presentations delivered at the end of the course.

Learning outcomes of the course unit

The students have the capacity to communicate in English in different situations confidently, using both language and business skills. Their knowledge of grammar is enhanced and applicable in a given context. They understand cultural differences and are ready to respond to them in an appropriate manner. They possess the skills necessary for business correspondence as well as for the preparation and presentation of the results of their work and research.

Course unit contents

Introduction to the importance of Business English through the situations requiring not only the knowledge of English but also the skills to act professionally and effectively, e.g. presentation of company departments, jobs and reponsibilities, products, equipment and technological processes; communication with clients from different parts of the world; issues of staff development and employee productivity; interpretation of graphic presentations, etc.
Simulation of job interviews, meetings, phone conversations, negotiations, etc.
Introduction to the main principles of business correspondence. Writing CVs, business emails and letters.
Developing skills to prepare effective presentations and deliver them with confidence.

Literature

1. Whitby, N. (2013). *Business Benchmark*, Cambridge University Press
2. Armer, T. (2017). *Cambridge English for Scientists*, Cambridge University Press
3. Grussendorf, M. (2007). *English for Presentations*, Oxford University Press
4. Carter R. et al. (2011). *English Grammar Today*, Cambridge University Press
5. Teacher's handouts

Number of active teaching hours				**Other classes**
Lectures:	Practice:	Other forms of classes:	Independent work:	
2	0	0	0	**0**

Teaching methods

Communicative approach. Individual, pair and group work. Presentation and interpretation of data. Role-playing, real life situations and simulations. Encouraging discussions and critical thinking. Business letter writing. Students' presentations.

Examination methods (maximum 100 points)

Exam prerequisites	**No. of points:**	**Final exam**	**No. of points:**
Tests	30	written examination	40
		oral examination	30

Grading system

Grade	**No. of points**	**Description**
10	**91-100**	Excellent
9	**81-90**	Exceptionally good
8	**71-80**	Very good
7	**61-70**	Good
6	**51-60**	Passing
5	**Less than 51**	Failing