

<b>Study program: Information Technology</b>			
<b>Course title: BUSINESS ENGLISH</b>			
<b>Teacher(s): Lena Lj. Tica</b>			
<b>Course status: elective</b>			
<b>Number of ECTS credits: 6</b>			
<b>Prerequisite courses: /</b>			
<b>Course objectives</b>			
<p>The goal of this course is to enable students to acquire the knowledge and skills necessary for successful communication in English in a business context, with a particular emphasis on the IT sector. Through theoretical and practical teaching, students will review and enhance the grammatical structures covered in English Language 1b and English Language 2b, and they will master the vocabulary of business English, different forms of written and oral business communication, as well as the style and tone of business communication. The course focuses on increasing confidence in using English in a business context so that students can effectively communicate with colleagues, clients, and partners, prepare and present their ideas in English, and become more competitive in the global marketplace.</p>			
<b>Learning outcomes</b>			
<p>Upon completing the course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Effectively use English in a business context, including written and oral communication.</li> <li>• Use specific expressions and terms from the IT field and apply them in a business context.</li> <li>• Prepare and present business presentations in English.</li> <li>• Understand cultural differences in a business context and apply them in communication with international counterparts, with a focus on high-context and low-context cultures.</li> <li>• Write clear and effective business emails and reports in English, using appropriate style and formatting.</li> <li>• Develop critical thinking skills through analysis of various business situations and choose an appropriate style and tone of business communication in English.</li> </ul>			
<b>Content of the course</b>			
<i>Theoretical teaching</i>			
<p>Introduction to Business English Language (importance of the English language in a business context, different forms of business communication in English); Grammar and vocabulary of Business English (advanced grammatical structures, vocabulary specific to the IT industry, expressions and terms used in a business context); Style and tone of business communication in English (how style and tone affect communication); Interpersonal and intercultural skills (high/low context cultures); Written communication (writing business emails, structure and style of business reports and presentations, formatting and style, writing CVs); Oral communication (efficiency, deep listening skills, critical thinking, presentation and leading meetings, debates).</p>			
<i>Practical teaching</i>			
<p>Grammatical and vocabulary exercises; Simulations of meetings, negotiations, interviews, and other oral situations in a business context; Writing business emails, letters, and reports; Presentations; Simulation of <i>Dragons' Den, Ted Talks</i>.</p>			
<b>Literature</b>			
<p>[1] Trappe, T., Tullis, G. (2016). <i>Intelligent Business coursebook, Advanced business English</i>. Pearson. (available online).  [2] Brook-Hart, G. (2012). <i>Business Benchmark, upper-intermediate, Student's book</i>. Cambridge University Press.  [3] Mascull, B. (2002). <i>Business Vocabulary in Use</i>. Cambridge: Cambridge University Press,  [4] Nauton, J. (2009). <i>ProFile, upper-intermediate, Student's book</i>. Oxford University Press.  [5] Lowe, S., Pile, L. (2006). <i>Presenting</i>, Delta Business Communication Skills.  [6] King, D. (2005). <i>Socialising</i>, Delta Business Communication Skills.  [7] Teacher's handouts</p>			
<b>Number of active teaching classes: 4</b>		<b>Theoretical teaching: 3</b>	<b>Practical teaching: 1</b>
<b>Teaching methods</b>			
<p>a) Teaching methods: eclectic approach (combination of ELT methods)  b) Teaching formats: lectures, exercises, consultations; types of work: teamwork/group work/pair work/individual work  c) Teaching techniques: classification, categorization, systematization of knowledge and information; interpretation of tables, diagrams, pictures; discussions, debates; case analysis, problem-solving, role-playing, simulations, mini-presentations, writing, etc.</p>			
<b>Evaluation of knowledge (maximum number of points 100)</b>			
<b>Pre-exam obligations</b>		<b>Points</b>	<b>Final exam</b>
Activities during teaching process		10	Final exam (written):
Colloquium		20	Final exam (oral):
Practical teaching		10	25
			35