

## Course syllabus: **English - level B2**

### Description of the course

The subject covers lexical and grammar issues, communication skills at B2 CEFR level of linguistic fluency used in different areas compatible with the university educational profile and a field of study.

### Teaching methods

All recognized methods of foreign language teaching, engaging methods, audiovisual methods, online teaching, project methods, pair work, group work, role-play – the choice dependent on the selected objective, communication tasks and a type of interaction, as well as the characteristics of a foreign language.

### Effects and goals

#### Learning objectives for the course

Code	Description
C1	Developing four basic language skills (speaking, reading, writing, listening) at B2 level corresponding to the competences defined by the Common European Framework of Reference for Languages( CEFR)
C2	Developing communication competence at the B2 CEFR level of language proficiency within the range of general and business topics referring to a specific field of study.
C3	Sharing language knowledge : vocabulary, phrases, structures and intercultural competence necessary to build and support communication with target language users at the B2 CEFR level of language proficiency.
C4	Raising the awareness of continuous language competence updating and the need for lifelong learning.

#### Intended Learning Outcomes for the Course

##### Knowledge

Symbol	Description	ILO	Objectives
W1	Has full knowledge of the phonetic system of the foreign language.	K_W04	C1, C2
W2	Has a sufficient vocabulary range for matters connected with the educational profile of the university, the field of study/work and most general topics.	K_W04	C1, C2, C3
W3	Has a sufficient range of grammatical structures and sentence patterns to communicate adequately as well as good grammatical control of linguistic messages.	K_W04	C1, C2, C3
W4	Has sufficient intercultural knowledge to interact with a native speaker in most situations.	K_W04	C2, C3

##### Skills

Symbol	Description	ILO	Objectives
U1	Can give clear, systematically developed descriptions and presentations on a subject related to his/her field of interest and study. Can explain a viewpoint on a topical issue, present a sequence of logical arguments, highlighting significant points and detail as well as giving examples.	K_U01, K_U03	C1, C2, C4
U2	Can write clear, detailed texts on a variety of subjects related to his/her field of interest (including professional interests), synthesising and evaluating information and arguments from a number of sources.	K_U01, K_U03	C1, C2, C4
U3	Can read with a large degree of independence, adapting style and speed of reading to different texts and purposes.	K_U01, K_U03	C1, C4
U4	Can follow extended speech and complex lines of argument provided the topic (including topics related to his/her field of study) is reasonably familiar, and the	K_U01, K_U03	C1, C2

	direction of the talk is sign-posted by explicit markers.		
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### Social competences

Symbol	Description	ILO	Objectives
K1	Has an active attitude. Can initiate social contacts and work in a team at the B2 CEFR level of language proficiency.	K_K02	C1, C2
K2	Is ready to responsibly perform professional roles at the B2 CEFR level of language proficiency.	K_K01	C1, C2, C4
K4	Is creative, open to change and intercultural differences.	K_K02	C2, C3, C4
K3	Is ready to recognize the significance of knowledge, including specialist knowledge related to his/her field of study, for solving cognitive and practical problems.	K_K01	C2, C4

### Course topics

	Topic
1.	Education - a language school profile , financing university education.
2.	Career - job interviews , cover letters.
3.	Information technology and communication.
4.	Internal communication ( memos ) ; telephoning.
5.	Quality and standards: TQM, JIT ,RFT. Presenting a product.
6.	Business correspondence- e-mails.
7.	Team building. Project management.
8.	Character types and descriptions. Coaching.
9.	Marketing: marketing mix , marketing techniques.
10.	Negotiations: selling.
11.	Funding and developing start-ups.
12.	A company profile.
13.	Finance and accounting.
14.	Business meetings; taking minutes.
15.	Fair trade and free trade - corporate ethics.

### Topics - projects

	Topic
1.	Preparing a professional CV and a cover letter.
2.	The analysis of factors which motivate individuals planning their career paths.
3.	Preparing a product presentation.
4.	Preparing a report.
5.	Developing an advertising campaign.
6.	Negotiation strategies. Preparing to negotiate.

### Basic literature

Title	Authors (Surname, initial of the name)	Publishing house	Place of issue	Year of issue
The Business Upper-Intermediate 2.0	John Allison, Jeremy Townend, Paul Emmerson	Macmillan	Oxford, UK	2015
Business Vocabulary in Use	Bill Mascoll	Cambridge University Press	Cambridge, UK	2017
English Vocabulary in Use	Michael McCarthy, Felicity O'Dell	Cambridge University Press	Cambridge, UK	2017

### Supplementary literature

Title	Authors (Surname, initial of the name)	Publishing house	Place of issue	Year of issue
Business and Professional English Market Leader	Peter Strutt	Pearson	Edinburgh Gate, Harlow, Essex CM20 2JE,	2010
Business English Dictionary	Stephen Bullon	Pearson	Edinburgh Gate, Harlow, Essex CM20 2JE,	2012