

English for Business Communication and Presentation: New Approaches and Practices

Engelska för affärskommunikation och presentationer: nya
angreppssätt och praxis
5 credits

Single subject course

ETES45

Valid from: 2022 Spring semester

Determined by	Main field of study	
Board of Studies for Industrial Engineering and Logistics	No main field of study	
Date determined	Course level	Progressive specialisation
2022-01-17	First cycle	G1X
Revised by	Disciplinary domain	
	Humanities	
Revision date	Subject group	
	English	
Offered first time	Offered for the last time	
Summer semester 2022		
Department	Replaced by	
Institutionen för ekonomisk och industriell utveckling		

Entry requirements

General entry requirements for undergraduate studies
and
English corresponding to the level of English in Swedish upper secondary
education (Engelska 6)
Exemption from Swedish

Intended learning outcomes

After the course the students should be able to:

- Actively contribute and participate in conversations, meetings, and discussions in correct Business English
- Present information efficiently through business reports
- Understand and discuss business text
- Use adequate vocabulary
- Express themselves grammatically correctly in business environment in writing and speaking
- Effectively deliver and present business presentations to get a message across and influence the audience

Course content

The content of this course is Business English Communication in both the written and the oral form. A comprehensive approach to writing business documents and conducting meetings and presentations is taken.

Teaching and working methods

The course is given completely online. The teaching takes place mainly in seminar form and is based on the active participation of the students in discussions and oral / written work and presentations.

Students have the opportunity to enhance their ability to communicate effectively through debates and simulation techniques. Communication will be practiced in situations related to professional activities.

Examination

UPG1	Oral presentation with written documentation	3 credits	U, 3, 4, 5
MOM1	Seminars	2 credits	U, G

Grades

Four-grade scale, LiU, U, 3, 4, 5

Common rules

Regulations (apply to LiU in its entirety)

The university is a government agency whose operations are regulated by legislation and ordinances, which include the Higher Education Act and the Higher Education Ordinance. In addition to legislation and ordinances, operations are subject to several policy documents. The Linköping University rule book collects currently valid decisions of a regulatory nature taken by the university board, the vice-chancellor and faculty/departments boards.

LiU's rule book for education at first-cycle and second-cycle levels is available at http://styrdokument.liu.se/Regelsamling/Innehall/Utbildning_pa_grund-_och_avancerad_niva.