

5. PROGRAMME

MODULE 1 –MAKING EFFECTIVE MEETINGS

LEARNING OUTCOME – Participate effectively in a formal business meeting

- Leading meetings
- Establishing the purpose of a meeting
- Stating and asking for opinion
- Interrupting and handling interruptions
- Asking for and giving clarification
- Delaying decisions
- Ending the meeting

MODULE 2– COMPANY INTERNATIONALIZATION

LEARNING OUTCOME – Be able to identify how different types of organizations internationalize considering multicultural issues /aspects

- Internationalization & Globalization in organizations
- Why companies expand internationally
- How the social environment affects business

MODULE 3– BUSINESS DOCUMENTS

LEARNING OUTCOME – Write formal business documents

- Report writing
- Letters of application & CV writing
- E-mail writing

6. BIBLIOGRAPHY

- Class-based materials will be provided by the teacher.
- An English-English dictionary of the student's choice.
- An English Business dictionary of the student's choice.
- BABER, E. *Fifty Ways to Improve Your Business English Using the Internet*, 2007
Summertown Publishing
- COOK Rolf and Pedretti Mara: *Success with BEC (Preliminary)*. Oxford, Summertown publishing, 2008.
- POWELL, Mark and ALLISON John. *In Company 3.0 Student's Book*. MacMillan, 2014.

7. ASSESSMENT

- Evaluation will be based on competences.
- Students will be evaluated at the end of each module and they will have to get **a 5 out 10 in every evaluated activity** in order to pass the subject.
- Students will be evaluated by doing oral or writing activities depending on the nature of the competence to be assessed.
- Class attitude, work, participation, and motivation will also be taken into consideration to decide the final mark.

These are the activities that will be assessed in the BUSINESS COMMUNICATION SKILLS II SUBJECT

A1	Meeting Video Recording
A2	Company presentation (team work) // Company overview document
A3	Company Experience Credits
A4	E-mail WRITing test
A5	Letter of Application & CV exam
A6	Written report
	Class work, attitude

The assessment of the above mentioned activities will be the following:

Business Communication Skills II					
Competence	C 6.Acquire and develop the necessary linguistic and technical skills in order to be able to work in a multicultural and global business environment.				
Learning Outcomes	LO 1 - Participate effectively in a formal business meeting.	LO 2 - Be able to identify how different types of organizations internationalize considering multicultural aspects / issues.	LO 3 -- Write formal business documents and be able to present evidence in order to persuade or convince an audience	Class Work, Attitude	
A1 - MEETING VIDEO RECORDING	30				30
A2 - COMPANY PRESENTATION - TEAM WORK - COMPANY OVERVIEW DOCUMENT		15			15
A3 - COMPANY EXPERIENCE CREDITS		15			15
A4 - EMAIL WRITING TEST			10		10
A5- LETTER OF APPLICATION & CV EXAM			10		10
A6 - - WRITTEN REPORT			10		10
				10	10
TOTAL	30	30	30	10	100