Advanced Business English

Subject area: Language or culture

University: CTU
Level: BA3, MA2
Teaching mode: completely online, at specific time
Instructor(s):   PhDr. Eva Císlerová, Ph.D.

Short description

The course focuses on the development of communication abilities in the field of project management–in English. It emphasises clarity, accuracy and flexibility in foreign language expression and comprehension. It widens knowledge of each topic in the syllabus. The students deepen their vocabulary and grammar skills. Newly acquired knowledge can also be applied in engineering contexts. The course is conducted at minimum B2+ CEFR level.

Full description

The course Advanced Business English develops language skills in professional contexts (including engineering). It revolves around the following topics:
- Innovative thinking and engaging presentations. Pitching.
- Describing products. Passive voice. Minutes of a meeting.
- Financial investments. Expressing the future.
- Discussions and negotiation. Questions.
- Change management. Hypothesising.
- Reporting and planning. Word formation.
- Marketing strategies. Adding emphasis.
- Tourism. Review of past tenses.
- Business networking. Email to a business partner.
- Managing conflict. Hedging and register.
- International teams. Prepositions and prepositional phrases.
- Psychology in business. Linking expressions.
- Self-assessment. Verb patterns.
- Revision: vocabulary and grammar.

Learning outcomes

Upon successful completion of the course, students:
- deepen their foreign language knowledge and skills (speaking, reading, listening, language accuracy and writing)

- gain detailed knowledge of authentic business contexts
- will be able to articulate their ideas effectively and politely

Recommended in particular for students of the following study programmes

Economics, Project Management, Architecture

General information

Contact hours per week:	2
Total workload:	75 (in student hours for the whole course)
ECTS credits:	3
Language:	English

Course start date:	20 February 2023
Course end date:	28 May 2023
Add. info about start date:	Start course date refers to starting date of spring semester at CTU. Schedule will be available 1 or 2 weeks before semester starts.
Weekly teaching day/time:	
Time zone:	CET (Denmark, Germany, France, Netherlands, Switzerland, Czech Republic)
Further information:	Homework will be assigned to practise writing.
Prerequisites:	B2+ CEFR level of language, interest in authentic professional contexts
Activities and methods:	Seminars
Presence on campus:	

Final examination

Form:	online test
Date:	
Location/format:	online
Re-sit possibility:	yes
Transcript available:	end of semester
Add. info/requirements:	

Registration

To register for this course, follow the registration requirements of your **home university** as specified here: www.euroteq.eu/courses-registration.

Administration

Number of places:	20
Minimum participants:	5
Internal course code:	
Contact:	eva.cislerova@cvut.cz

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