COURSE SYLLABUS

Engelska: Skriftlig kommunikation för internationell handel G1N
English: Written Communication for International Commerce G1N
4.5 credits

1 Name, Scope and Level of the Course
The course is provided by the University of Skövde and is named English: Written Communication for International Commerce G1N. It comprises 4.5 credits and is on basic level. The level of progression of the course is G1N.

2 Objectives
After completed course the student should be able to:

- communicate in written English without major flaws in situations related to commerce
- use an area specific vocabulary

3 Course Content
The course is designed to provide the students with opportunities to improve their written communication in English through exercises and assignments related to international commerce such as inquiries, order confirmations, complaints and some marketing etc.

4 Forms of Teaching
The teaching comprises lectures, supervision and exercises.

The teaching is conducted in English.

5 Examination
The course is graded A (Excellent), B (Very good), C (Good), D (Satisfactory), E (Sufficient) or F (Fail).

To achieve a final grade in this course the following must be met:
For a final grade of A, at least 3 hp must reach grade A and 1.5 hp of at least grade C.
Grade B, at least 3 hp of at least grade B and 1.5 hp of at least grade D.
Grade C, at least 3 hp of at least grade C.
Grade D, at least 3 hp of at least grade D.
Grade E requires 4.5 hp of at least grade E.

The final grade is issued when all course units reach at least grade E.

Registration of examination results:

<table>
<thead>
<tr>
<th>Name of examination</th>
<th>Credits</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written assignment 1</td>
<td>1.5 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
<tr>
<td>Written assignment 2</td>
<td>1.5 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
<tr>
<td>Written assignment 3</td>
<td>1.5 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
</tbody>
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Students with a permanent disability who have been approved for special educational support may be offered adapted or alternative examinations.

6 Admission Requirements
Prerequisite courses for this course are: Passed courses: EN247G-English: Proficiency G1N or basic eligibility for university studies and field eligibility A2/2: English B (or the equivalent).

7 Subject, Main Field of Study and Disciplinary Domain
The course forms a part of the academic subject area of English. The course is not a part of any main field of study at the University of Skövde. The disciplinary
domain of the course is the Humanities.

Every course at the University of Skövde belongs to a subject. The division of subjects is used for follow-up and quality assurance. A main field of study is an area in which a degree can be awarded. Disciplinary domain is a division which is used by the government for the allocation of resources for studies at basic level and advanced level.

8 Approval of Course and Course Syllabus
The course was approved by the Curriculum Committee for Health on 29 August 2018. This course syllabus was approved by the Curriculum Committee for Health on 29 August 2018. It is valid from 1 January 2019.

9 Overlapping with Another Course
This course cannot constitute a part of a degree also containing a course the content of which is totally or partly equivalent to the content of this course.

10 Additional Information
Further information will be available on the university’s website before a course is given.

National and local regulations for higher education are available on the university’s website.

Upon completion of the course there will be a follow-up. The main purpose of this follow-up is to contribute to improvements of the course. The students’ experiences and views constitute one of the criteria for the follow-up and are gathered by means of course evaluations. The students will be informed of the results of the follow-up and any decisions regarding actions that are to be taken.

11 Course Literature and Other Educational Materials

The latest edition of the course literature should be used.