COURSE SYLLABUS

Engelska: Affärsengelska G1N
English: Business English G1N
7.5 credits

Course Code: EN245G
Subject: English
The Course Syllabus is valid from: 1 January 2020
Date of Approval: 28 August 2019
Version Number: 6

1 Name, Scope and Level of the Course
The course is provided by the University of Skövde and is named English: Business English G1N. It comprises 7.5 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:

- utilise a vocabulary related to business studies
- apply the English language in speech and writing in certain work situations
- make a prepared oral presentation in front of an audience

3 Course Content
The course comprises oral and written proficiency training in certain work situations such as in regards to meetings, negotiations and presentations as well as in the production of letters, emails, reports and minutes etc. The students are also trained in discussing and reporting on the cultural conditions of a number of countries.

4 Forms of Teaching
The teaching comprises lectures, seminars/group discussions 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).

All parts of the course are examined at seminars during the course.

To achieve a final grade in this course the following must be met:
For a final grade of A, at least 5.5 hp must reach grade A and 2 hp of at least grade C.
Grade B, at least 5.5 hp of at least grade B and 2 hp of at least grade D.
Grade C, at least 5.5 hp of at least grade C.
Grade D, at least 5.5 hp of at least grade D.
Grade E requires 7.5 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>Oral presentation</td>
<td>1.5 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
<tr>
<td>Written assignments</td>
<td>4 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
<tr>
<td>Oral assignments</td>
<td>2 credits</td>
<td>A/B/C/D/E/F</td>
</tr>
</tbody>
</table>

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 19 December 2017. This course syllabus was approved by the Curriculum Committee for Health Sciences on 28 August 2019. It is valid from 1 January 2020 and replaces the course syllabus approved 24 January 2018.

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, e.g. English/Practical English G1N 15 credits.

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


Articles and additional materials according to the teacher’s instructions.