

Course unit code	
Course unit title	Business English Language 3

GENERAL INFORMATION			
Study program	Undergraduate study program	Year	3.
Director of the course and assistant	Associate professor, Moira Kostić-Bobanović, Ph.D. E-mail: moira.bobanovic@unipu.hr		
Course status	Mandatory	X	Elective
Credits allocated and type of lectures			
	Winter semester	Summer semester	
ECTS students workload		3	
Number of hours per semester		30	

Course objectives, teaching and learning methods and learning outcomes

The aim of the course is to introduce students to key business concepts, grammar and the language of the business world. It covers a wide range of business situations. There is frequent opportunity for discussion and vocabulary development throughout the course.

The students must have a working knowledge of English Language, which should be polished during the year. By the end students shall be able to command economic terminology.

The cassettes and audio CDs contain authentic interviews with experts talking about their fields of business or economics.

Requirements, correspondence and correlativity

The course is a comprehensive advanced course for business students. It is designed as an interesting and stimulating course for students at Common European Framework (CEF). It combines lively, authentic materials from a wide range of business sources and provides necessary practical writing, reading, speaking and listening skills for people who will need English in a business environment.

Course content (list of topics)

The students must have a working knowledge of English Language (vocabulary and grammar), which should be improved during the year. By the end students shall be able to use economic terminology and to use relevant grammatical structures.

The course covers a wide range of business topics such as:

- international communications,
- corporate cultures,
- leaders and managers,
- customer relationships,
- advertising and customers,
- sales report,
- chairing meetings

Modes of instruction and acquiring knowledge (mark in bold)

Lectures	Seminars and workshops	Exercises	Individual tasks	Multimedia and internet
Distance learning	Counseling	Laboratory	Tutorial	Fieldwork

Student requirements**Assessment and evaluation of students (mark in bold)**

Attendance	Class participation	Seminar paper	Experimental work
Written exam	Oral exam	Essay	Research
Project	Continuous assessment	Report	Practical work

Assessment breakdown within the *European credit transfer system*

REQUIREMENTS	HOURS (estimation)	LEARNING OUTCOMES	SHARE IN ECTS	SHARE IN GRADE
Written Examination	54		2	30%
Oral Examination	36		1	20%
Attendance	18		0,5	10%
Class Activity	18		0,5	10%
Continuous Assessment	54		2	30%

Bibliography**Mandatory bibliography**

Moira Kostić-Bobanović, Mauro Dujmović: Business English in use, Sveučilište Jurja Dobrile u Puli
 Ronald Carter, Rebecca Hughes and Michael McCarthy: Exploring Grammar in Context, Cambridge University Press

Additional bibliography

Michael McCarthy and Felicity O'Dell: English Idioms in use, Cambridge University Press
 Michael McCarthy and Felicity O'Dell: English Vocabulary in Use (advanced), Cambridge University Press
 Mauro Dujmović, Moira Kostić-Bobanović, A Handbook of English Grammar, Sveučilište Jurja Dobrile u Puli

Additional information on the course