English Language Teaching Framework

General Business English Level C1 Part time studies Second-cycle studies

Course duration: 2 semesters - 36 teaching hours (2 x 18)
Starting level: B2+
Target level: C1

Preliminary assumptions

- The course is based on the assumption that students who continue their studies at C1 level, have already mastered a foreign language at B2 level according to the Common European Framework of Reference for Languages (CEFR).
- During the course students are expected to develop their key language skills, both passive, such as reading and listening, and active – speaking and writing
- After completing the course students should not only understand the concepts related to business areas included in the syllabus, but also be able to implement these in their process of active and creative communication, both oral and written.
- Students are also expected to develop their professional competence in their specialisation field, such as e.g., tourism, accounting, finance, marketing, public administration, commodity science, etc.
- The course is centred around competences necessary in broadly understood global professional environment and it involves various tasks and activities enabling students to understand the nature of this English-speaking multicultural environment, and communicate actively, both with native and non-native speakers (International English)
- Academic component ensures that during the course students will also develop language skills useful for academic purposes such as reading and understanding their study materials, analysing various resources in a critical way, avoiding plagiarism while writing or speaking, keeping the standards of academic communicative context.
- Professional communication is enhanced as the course addresses business communication skills which have not been mastered by the students during "Language 1" and "Language 2" courses, such as: meetings (in the area of oral communication) and transactional letters/emails (in the area of written communication)
- Teacher is the organizer of the teaching and learning process, a counsellor, and a facilitator. Yet, the final learning outcomes depend on student's individual work during the course, willingness to learn, as well as sufficient time devoted to learning.
- If a student's insufficient initial knowledge and skills prevent them from effective participation in the course to achieve the intended learning outcomes at level C1, it is their responsibility to bridge the gap to meet the requirements set.

1. Aims of the course:	**The aim of the course is:** • to further develop communicative competencies in English • to enhance vocabulary scope and explore complex grammatical structures • to further develop students' ability to use English in academic and professional settings • to develop students' ability to present personal standpoints in speech and writing in a clear and coherent manner • to further develop students' intercultural competencies • to fostering self-education learning strategies
2. The content of the course:	
Main topic areas	**Semester I:** • Corporate culture and its characteristics (Unit 1) • Workplace and workforce of today and the future (Units 17&18) **Semester II:** • Business ethics and corporate social responsibility (Units 15 & 21) • Business meetings – structure, chairing, participating, (Unit 4)
Lexical and grammatical structures	**Semester I:** **Grammar:** • Defining and non-defining relative clauses • Reference devices **Vocabulary:** • Company culture • Phrasal verbs • Types of management-employee relationships • Stress in the workplace • Types of worker • Ways of working **Semester II:** **Grammar:** • Articles • Adverbs and adverbial phrases • Linking words of cause and result in complex sentences **Vocabulary:** • CSR • Fair trade • Payment execution in overseas trade • Evaluating meetings • Language functions for chairs

Language functions / effective communication	• Describing company culture and its role • Employee motivation • Types of management-employee relationship • Trends, accidents, and stress at work • Work and workers of the future • The millennium generation and its characteristics • How people feel about their jobs • Profits or CSR? • Free trade – benefits and problem areas • Late payers – their effect on business • Chasing late payments • Discussing the function and personal qualities of the chairing • Giving advice for chairing meetings • Organizing meetings and participating in them
Academic component	• Active participation in panel discussions on the topics covered • Active participation in meetings in the role of chairs and attendees • Functioning in situations typical for academic environment – discussion, presentation, speech • Finding, selecting, and analysing information • Academic writing – discussion summaries and action points for meetings

3. Expected learning outcomes

At the end of the course student should:

A. understand the main concepts concerning the topic areas covered during the course and relate these to their specialization field/s
B. be able to implement practical skills acquired during the course, such as presenting their opinions in a clear and convincing way, organizing, and participating in business meetings, interacting with other professionals
C. communicate efficiently in their everyday professional activity both in written and oral forms of expression

Speaking	**At the end of the course student should be able to:** • express and discuss their opinions and points of view on the whole range of academic and professional topics related to business context in general and the areas covered during the course • participate in and chair business meetings, with the use of acquired vocabulary and lexical structures
Reading	**At the end of the course student should be able to:** • analyse business texts in order to comment on their content and their authors' un/biased opinions.

	At the end of the course student should be able to
Listening	• understand authentic recordings from English-speaking multicultural business environment, both with native and non-native speakers (International English)
Writing	At the end of the course student should be able to: • meet the meet the formal requirements of business writing within the scope induced by the content of the course • apply advanced vocabulary and complex structures appropriate for C1 level.

Main course books:

Course Books:	Guy Brook-Hart *Business Benchmark* (Advanced Higher), CUP 2012
	1. SS handbook
	2. Personal Study Book
Additional materials:	Teachers' own materials based on available resources comprising information about their sources and copyrights

Schemes of work – intended learning outcomes

Semester 1 (18 hours)

LISTENING
Students can understand complex information from authentic recordings concerning concepts referred to during the course, such as various aspects of corporate culture, the main characteristics of workplace and workforce of today and the future

READING
Students can easily understand complex texts concerning issues related to corporate culture and professional environment in its present and future form.

SPOKEN INTERACTION
Students can understand and present both information, as well as their own opinions and concepts concerning professional culture and working environment – in its present and future form. They can discuss ideas related to these concepts with their interlocutor/s and defend their way of reasoning with well-structured argumentation.

SPOKEN PRODUCTION
Students can construct and present clear opinions and points of view, which are well-structured, convincing, and understandable to their interlocutor/s and concern the whole range of academic and professional topics.

WRITTEN PRODUCTION
Students can construct brief reports concerning issues referred to in the syllabus, such as: work-related stress, workplace atmosphere, various aspects of corporate culture. In these reports they

use advanced vocabulary and complex structures appropriate for C1 level and thus they meet the formal requirements of business writing within the scope induced by the content of the course.

STRATEGIES
Students can present their point of view in a clear and convincing way, using the whole variety of complex vocabulary. They can implement various discourse strategies for the benefit of effective communication.

QUALITY OF LANGUAGE
Students can use the whole range of advanced expressions concerning corporate culture and working environment which make them sound competent and professional.

Semester 2 (18 hours)

LISTENING
Students can understand complex information from authentic recordings concerning such concepts as business ethics and corporate social responsibility, meetings – their structure, the role of chairs and participants.

READING
Students can understand easily complex texts concerning issues related to business ethics and corporate social responsibility, as well as various aspects of effective and ineffective meetings.

SPOKEN INTERACTION
Students can understand and present both information, as well as their own opinions and concepts concerning issues related to CSR and business ethics. They can discuss ideas related to these concepts with their interlocutor/s and defend their way of reasoning with well-structured argumentation.

SPOKEN PRODUCTION
Students can construct and present clear opinions and points of view concerning business ethics, CSR, and fair trade. Their arguments are well-structured, convincing, and understandable to their interlocutor/s and they make use of acquired vocabulary and lexical structures.

WRITTEN PRODUCTION
Students can construct discussion summaries and action points for meetings concerning issues referred to in the syllabus, such as: business ethics and CSR. In these forms they use advanced vocabulary and complex structures appropriate for C1 level and thus they meet the formal requirements of business writing within the scope induced by the content of the course.

STRATEGIES
Students can present their point of view in a clear and convincing way, using the whole variety of complex vocabulary. They can implement various discourse strategies for the benefit of effective communication.

QUALITY OF LANGUAGE
Students can use the whole range of advanced expressions concerning ethical issues related to business activity and features of ethical working environment which make them sound competent and professional.