

**Module title: B1 Professional English**

<b>Module summary</b>
Module code: <b>FSEB1</b>
Module coordinator: <b>IFS Lecturers</b>
Credits (ECTS): <b>4 credits</b>
Semester: <b>According to the study regulations of the department</b>
Pre-requisites with regard to content: <b>Placement test</b>
Pre-requisites according to the examination regulations: <b>none</b>
Competencies: At the end of this B1 level (CEFR) course, learners can demonstrate understanding of straightforward factual spoken and written information on common everyday or job-related topics, identifying both general messages and finding specific relevant details; take part in routine discussions; exchange, check, and confirm information; briefly describe or explain opinions and plans; and write straightforward connected text, conveying simple information of immediate relevance in order to later use English effectively in professional contexts.
Assessment: <b>120 minute written exam (incl. listening comprehension test) and in-class oral presentation (5 minutes plus a following Q+A session)</b>

<b>Course: Professional English B1</b>
Module code: <b>FSEB1</b>
Lecturer: : <b>IFS and Adjunct Instructors</b>
Contact hours: <b>4</b>
Semester of delivery: <b>Each semester</b>
Type/mode: <b>Seminar including interactive exercises with attendance policy /required course</b>
Language of instruction: <b>English</b>
Content: Receptive skills (listening and reading) are trained using appropriate audiovisual recordings (e.g. extracts of meetings, presentations, negotiations, or interviews) and written texts (e.g. corporate profiles, job descriptions, sales or progress reports, email), which present targeted grammar and vocabulary in context. Productive skills (speaking and writing) are trained and expanded in oral role-playing (simulating e.g. taking/leaving messages, participating in meetings, welcoming visitors, placing orders, negotiating, or making arrangements) and in creating and giving a structured presentation, as well as writing formal and informal business correspondence, progress reports, or brief data analyses (e.g. describing trends and changes over time). Topics covered may include: companies and organizational structures, business operations (e.g. finance, sales and marketing, or logistics), management styles, intercultural differences, trade fairs, or other suitable professional subjects.
Recommended reading: <b>Textbook or course reader according to recommendation of course instructor</b>

Comments:

**The course follows a learner-centered, active learning approach whereby students are interactively involved in the language acquisition process. Students work in pairs and groups, as well as individually.**