



VILNIAUS
KOLEGIJA

VILNIAUS KOLEGIJA/UNIVERSITY OF APPLIED SCIENCES

STUDY SUBJECT/MODULE PROGRAMME (SSMP)

Entitlement

Business Foreign language (English)

Prerequisites

B1 level of English language.

Main aim

Improve professional communication skills and practical Business Foreign language skills.

Summary

The module will help to improve professional foreign language listening, reading, speaking and writing skills in the field of business. The students will be able to communicate in the working environment, select and analyse literature in the field of their profession as well as other sources of information, understand texts and complete any other assignments as foreseen by the programme.

Learning Outcomes

1. Assess foreign language level according to the Common European Framework and foresee the development plan.
2. Introduce him/her to employers, properly evaluating personal abilities, competences and requirements for a business manager.
3. Role-playing situations related to business manager's activities in the work environment.
4. Analyze information on Lithuanian and international markets, socially responsible business and provide a summary.
5. Analyze information on ethical cooperation and intercultural communication at the workplace.
6. Analyze information on business enterprise results and make a business company presentation.
7. Assess and present portfolio of business foreign language learning achievements.
8. Communicate in English and demonstrate the knowledge of business glossary terms.

Syllabus

Introduction into the module

Assessment of the foreign language learning achievements at the beginning of the course

1. Change and permanence at the labour market.

1.1. Work offers.

1.2. CV and application letters.

1.3. Work interview.

2. Welcome to a business enterprise!

2.1. <i>Types and forms of enterprises.</i>
2.2. <i>Structure of an enterprise, employees and their functions</i>
2.3. <i>Welcoming guests and business partners</i>
3. Work planning at the office
3.1 <i>Workday of business manager</i>
3.2 <i>Creation of work and culture programmes</i>
3.3. <i>Formal dinner</i>
4. Communication and cooperation in business environment.
4.1 <i>Business correspondence</i>
4.2 <i>Organisation of a business trip.</i>
4.3 <i>Negotiations</i>
4.4 <i>Socially responsible business</i>
5. Presentation of institution / company
5.1 <i>Organization of conference</i>
5.2 <i>Phone Calls</i>
5.3 <i>Company and its business results` presentation</i>
6. Assessment of foreign language study achievements
Presentation of the foreign language learning Portfolio

Evaluation procedure of knowledge and abilities

Examination