

### Entitlement

**Business foreign language (English)**

### Prerequisites

B1 level of English language

### Main aim

To 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. 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

Assess foreign language level according to the Common European Framework and foresee the development plan

Introduce him/her to employers, properly evaluating personal abilities, competences and requirements for an office administrator.

Role-play the situations related to office administrator's activities in reception of guests.

Write invitations and greetings for holidays and other important occasions of organization and prepare protocol of the meeting.

Analyse information on ethical cooperation and intercultural communication at the workplace

Prepare and present an imaginary event and describe activities of an administrator in it

Assess and present a portfolio of business foreign language learning achievements

Communicate in foreign language and demonstrate the knowledge of business glossary terms

### Syllabus

1. Change and permanence on the labour market
2. Reception of guests and partners in an enterprise.
3. Communication and cooperation in the work environment
4. Organization of events and receptions
5. Professional and personal plans. Assessment of foreign language study achievement

### Evaluation procedure of knowledge and abilities

Final grade = BV=  $X1*0,2 + X2*0,1 + X3*0,2 + X4*0,2 + X5*0,3$

**X1 Oral and written survey**

Correct use of business terms and logical thinking as well as correctness of grammatical structures and spelling.

**X2 Written survey**

Proper use of business terms and logical thinking as well as correctness and of grammatical structures and their spelling

**X3 Presentation and its demonstration**

Proper use of tourism business terms and logical thinking and formality of conclusions as well as their originality.

**X4 Business foreign language learning portfolio, task**

The assignments of the Business Foreign Language Learning Portfolio are being assessed: test, conversation, dialogues in pairs, situation games, reports, a word / concept map, creative self-assessment exercises and timely presentation of a business foreign language achievement portfolio.

**X5 Written exam**

Proper use of tourism business terms and logical thinking as well as correctness of grammatical structures and their spelling.