

Workplace English 2

Course Syllabus

Course description

In this course, students will improve their Business English while learning more about key business terminology and concepts which will help them in their future careers.

Goals

- Learn basic business terminology and key phrases
- Understand core business concepts related to cross-cultural business practices, HR management, leadership and ethics
- Discuss current business topics

Textbook and Materials

Intermediate Market Leader (3rd edition) by David Cotton, David Falvey, and Simon Kent (Pearson Publishing) ISBN: 9781408236956

Course schedule

Lesson 1	Class Orientation / Student Introductions
Lesson 2	Unit 7-Cross-cultural Management / Business Socializing
Lesson 3	Unit 7 case study-Business Culture Briefing
Lesson 4	Unit 8-Human Resource Management / Recruiting / Job Interviews
Lesson 5	Unit 8 case study-Fast Fitness
Lesson 6	Unit 9-International Markets / Negotiating
Lesson 7	Unit 9 case study-Pampas Leather Company
Lesson 8	Working Across Cultures-International Transactions
Lesson 9	Unit 10-Business Ethics / Corporate Social Responsibility (CSR)
Lesson 10	Unit 10 case study-Principles or Profit?
Lesson 11	Unit 11-Leadership vs. Management / Presenting
Lesson 12	Unit 11 case study-Lina Sports
Lesson 13	Unit 12-Competition / Negotiating Contracts
Lesson 14	Unit 12 case study-Fashion House
Lesson 15	Final Exam (units 7-12)

Lessons will be scheduled according to the university's schedule as well as to the available modes of delivery (e.g. classroom, on-line). Students are expected to read assigned textbook passages, case studies, and business articles before each lesson.

Grading

- Class Participation-40%
- Case Studies-30%
- Final Exam-30%

Students who miss more than five (5) classes will receive an F for their final grade.

Students who wish to question their final grades should make inquiries directly to their course teacher who will consider each case based on the student's performance record. Inquiries of this nature can be made until the end of the 7th full day (1 week) after the final grades are made public by the Education Office. Once these 7 days have expired, no further grade inquiries will be considered.