

<b>Module Title:</b>	Business English 2
<b>Language of Instruction:</b>	English
<b>Credits:</b>	5
<b>NFQ Level:</b>	7
<b>Module Delivered In</b>	<a href="#">4 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	Lectures - communication of knowledge and business English practices/structures from the lecturer to the student. Problem-solving exercises - students will work individually and as part of a team to resolve various business scenarios. Class discussion/debate - students will be encouraged to actively participate in the class sessions which will develop their analytical and business communication skills. Writing and other in-class business English tasks - students will develop their written, reading, aural and spoken English skills through various in-class activities. E-learning - it is envisaged that the module will be supported with online learning materials. Self-directed independent learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.
<b>Module Aim:</b>	This module focuses on English language usage as applicable to the business environment including writing, editing and analysing business documents/reports or other forms of business-centric communication. Students are provided with the necessary skills in English to complete a business-related report which compares an Irish company/institution/sector with one from the student's home country.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Prepare, summarise, revise, analyse and edit business documentation, charts and/or reports.
LO2	Demonstrate proficiency in English through participation in problem-solving tasks, case studies and business scenarios.
LO3	Develop analytical skills through the completion of a comparative business report.
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b> <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b> <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b> <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

**Module Content & Assessment**

**Indicative Content**

**1. Business and Commercial Language Skills (written, oral/aural)**

Business English: study of the language used when studying and working within a business/commercial field in an English speaking environment; development of varying communication skills and styles (written, spoken, visual etc.)

**2. Specialised Business Language/Vocabulary**

Business vocabulary; business idioms; collocations; expressions; analysing newspaper/online articles and business documents, specialised texts, charts and graphs; summarising/rewriting texts; editing and paraphrasing.

**3. Writing, Reading and Researching Skills**

Reading skills/comprehension; extracting the main ideas from business-related texts; writing and reading to develop proofreading and editing skills; researching skills.

**4. Audience-Focused Communication**

Tailoring 'voice', writing style or communication methods to varying business audiences and purposes, including online media; development of clear, concise and condensed writing; summarisation of key points; active voice.

**5. Comparative Business Writing**

Students will work on a comparative written report analysing an English-speaking company/sector/business-related topic and comparing/contrasting the chosen company/sector/business-related topic with one from the student's native country. Students will independently carry out secondary research to support their written analysis and report finalisation.

**Assessment Breakdown**

%

Continuous Assessment

100.00%

**Continuous Assessment**

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	Creation of business-related blog/discussion board/podcast/vlog etc.	1,2	40.00	Week 8
Written Report	Written report/comparative analysis on a business topic.	1,2,3	60.00	Sem 1 End

No Project

No Practical

No End of Module Formal Examination

**SETU Carlow Campus reserves the right to alter the nature and timings of assessment**

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	3.00
Independent Learning Time	Every Week	6.00
Total Hours		9.00

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	1.50
Independent Learning Time	Every Week	7.50
Total Hours		9.00

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_HHIBU_B	<a href="#">Bachelor of Business (Honours) in International Business</a>	6	Group Elective 1
CW_HHMKT_B	<a href="#">Bachelor of Business (Honours) in Marketing</a>	6	Group Elective 3
CW_BBINB_D	<a href="#">Bachelor of Business in International Business incorporating Double Degree</a>	6	Group Elective 1
CW_BPMKT_D	<a href="#">Bachelor of Business in Marketing</a>	6	Group Elective 3