



## ANGL1532 Advanced Business English

[60h] 5 credits

This course is taught in the 1st and 2nd semester

**Teacher(s):** Dominique François, Philippe Neyt, Henri November, Colleen Starrs, Françoise Stas, Albert Verhaegen  
**Language:** English  
**Level:** First cycle

### Aims

The general aim of this course is to improve students' communication skills. The main emphasis is on improving speaking skills but writing, reading and listening skills, as well as the development of specific economic vocabulary skills, also feature as part of the course. The aim is to enable students to adapt to their future socioprofessional lives.

#### Reading Comprehension

- . Students should be able to read autonomously and understand in detail factual texts and specialised articles related to their field of studies.
- . The course prepares students to understand course notes written in English which will be used in the "Maîtrise" (Master's degree) cycle.
- . Lower C1 level of the "Common European Framework for Languages."

#### Listening Comprehension

- . Individual
  - Students should be able to fully understand the content and structure of conferences and complex presentations provided that the subject matter is familiar to them (i.e. linked to their field of studies).
  - Students should be able to understand most television and radio programmes dealing with their field of studies.
  - The course prepares students to follow specialised courses given in English during the "Maîtrise" (Master's degree) cycle.

#### . Interactive

Students should be able to follow argumentation in a conversation between different interlocutors within the main socioprofessional contexts.

- . Upper B2 level of the "Common European Framework for Languages."

#### Speaking Skills

##### . Individual

Students should be able to present a topic prepared in advance in a clear and methodical way while using visual supports ( PowerPoint, OHP,#.) and with only occasional reference to their notes.

##### . Interactive

- Students should be able to communicate spontaneously and fluently to a degree that allows for normal interaction with an interlocutor. In other words there should be little hesitation and the number of language mistakes (grammatical, lexical, phonetic) should not hinder ease of communication.
- Students should be able to communicate fluently and effectively in conversations on both social and professional levels.
- Students should be able to express their ideas, opinions and suggestions in a clear fashion and should be able to react to and interact with their interlocutors.

- . Upper B2 level of the "Common European Framework for Languages."

#### Writing Skills

- . Students should be able to write a clear e-mail message while covering all of the necessary points.
- . Students should be able to write a well-structured informative text.
- . Students should be able to express themselves and develop their points of view.
- . Students should be able to write a letter of application and a CV.
- . B2 level of the "Common European Framework for Languages."

## Main themes

### Code

Enabling students to adequately master vocabulary (general vocabulary and specific vocabulary related to their field of study), simple and complex language structures, as well as phonetics, in order for them to be able to communicate fluently and spontaneously while ensuring ease of communication for both the students and their interlocutors.

### Culture

Making students aware of intercultural differences within the context of increasing globalisation and international business transactions.

### PEDAGOGICAL APPROACH

. The course mainly deals with speaking skills. The course is based on themes or language skills related to the students' field of studies and these are covered through the use of audio- and videotapes and specialised authentic texts. Various conversation activities (role-plays, discussions, simulations, #.) are used to exploit and develop each theme while also allowing students to use new vocabulary and structures.

. Students are also encouraged to study and broaden their vocabulary range through the self-study of a specialised vocabulary book in addition to the study of vocabulary from texts, course notes and their textbook.

. Grammatical and lexical structures are revised through self-study.

. Teacher-correction enables students to master the language more accurately.

. Communication techniques specific to the professional domain (presentations, meetings, negotiations, telephoning, traveling abroad, #.) are integrated into class activities.

. Students make presentations on economic topics using the presentation techniques they have been taught in class.

. Students are given advice and tips on writing skills and produce written pieces (report, memo, e-mail##) which are corrected by their teachers.

## Other information (prerequisite, evaluation (assessment methods), course materials recommended readings, ...)

### Level

BAC 3 (3rd year)

### Rhythm

2 hours/week all year

### REQUIREMENTS

Students should have followed the intermediate-level course ANGL 1332 (BAC 2) or a course of a similar level

### WORKLOAD

- Class: 54 hours

- Self-study: 66 hours

### PEDAGOGICAL ACCOMPANIMENT

- Groups of maximum 18 students.

- Every teacher has an "Individual Feedback Session" with his/her students.

- Every teacher is available during his/her office-hour and can be contacted by e-mail.

- Individual advice and guidance at the Self-Tuition Centre (CAA)

### TEACHING SUPPORTS

- Course notes

- Textbook ( Peter SHARMA, In Company )

- Specialised vocabulary book (Sue ROBBINS, Business Vocabulary in Practice)

- Audio- and videotapes used in class and available at the Self-Tuition Centre (CAA)

### ASSESSMENT

- Continuous assessment (preparation for class, active participation, class tests, presentations, language skills,####.)

- Written exam

- Oral exam:

. Group oral

. Individual oral

## Programmes in which this activity is taught

### LINF2

Licence en informatique

**Other credits in programs**

<b>ECAP21</b>	Première licence en sciences de gestion		Mandatory
<b>ECGE12BA</b>	Deuxième année de bachelier en sciences économiques et de gestion	(5 credits)	
<b>IAG21M</b>	Première année de Maîtrise en sciences de gestion (orientation "méthodes quantitatives de gestion")	(3.5 credits)	Mandatory
<b>IAG21M/PM</b>	Première année de maîtrise en sciences de gestion (Création d'entreprise)	(3.5 credits)	Mandatory
<b>INGE12BA</b>	Deuxième année de bachelier en ingénieur de gestion	(5 credits)	
<b>INGE21</b>	Première Ingénieur de Gestion	(3.5 credits)	Mandatory
<b>INGE21/PM</b>	Première Ingénieur de Gestion (Création d'entreprise)	(3.5 credits)	Mandatory
<b>INGE23</b>	Troisième Ingénieur de gestion	(3.5 credits)	Mandatory
<b>LINF21</b>	Première licence en informatique	(5 credits)	Mandatory
<b>LINF21/GN</b>	Première licence en informatique (informatique générale)	(5 credits)	Mandatory
<b>LINF21/GS</b>	Première licence en informatique (informatique de gestion)	(5 credits)	Mandatory