



Faculty of Management and Finance
Bachelor of Business Administration Honours in Business Management Degree Programme
Course Unit Information Sheet

Course Code		BBA 22013			
Course Name		Advanced Business English			
Semester		2000 Level Semester II			
Credit Value	3	Core/Optional	Core	GPA/NGPA	GPA
Hourly Breakdown		Lectures	Practical	Independent Learning	
		45 hours	-	105 hours	
Course Description					
This course offers a comprehensive exposure to English used in a business environment. The course content seeks to cultivate skills of advanced reading, writing, speaking, and listening, catering to the requirements of a business environment.					
Intended Learning Outcomes				PLO Alignment	
Upon completion of this course unit, the students will be able to,					
1. Use accurate and appropriate oral communication skills in business communications.				6, 7, 11	
2. Demonstrate a high level of competence in written communication in business-related correspondence.				6,7,11	
3. Interpret advanced contemporary business texts.				11, 20, 24	
4. Infer meaning through listening to business-related communications				11, 17, 20, 24	
Course Content				Hours	ILOs
1. Making presentations				3	1
2. Reading job profiles and preparing curriculum vitae/resume				6	2, 4
3. Facing job interviews				6	1, 3
4. Reading contemporary business texts				6	3
5. Conducting and participating in meetings				3	1, 3
6. Language used in problem-solving and negotiating				3	1, 3
7. Describing charts, tables, and graphs				6	2, 4
8. Summarizing and paraphrasing				6	2, 4
9. Report writing				6	2, 4
Teaching Methods					
Lectures, Tutorials, Group discussions, Listening activities, and Presentations					

Assessment Methods		
In course Assessments 30%	Final Examination 70%	Total 100%
Recommended Readings		
<ol style="list-style-type: none"> 1. DK Books. <i>English for Everyone: Business English, Course Book: Level 4 Advanced</i> ,DK Books. /The latest edition. 2. Mascull, B. <i>Business Vocabulary in Use: Advanced Book with Answers</i>. Cambridge University Press. The latest edition. 		