



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource 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	
At the end of the course unit, the student shall be able to,					
1. Demonstrate precise and contextually apt advanced oral communication skills in business communications.				6, 7, 11	
2. Demonstrate a high level of competence in complex written communication in business-related correspondence.				6, 7, 11	
3. Interpret advanced contemporary business texts.				11, 20, 24	
4. Infer meaning through listening to extended 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. Summarising 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 Reading					
1. DK Books, English for Everyone: Business English, Course Book: Level 4 Advanced/The latest edition.					
2. Mascull, B. Business Vocabulary in Use: Advanced Book with Answers/The latest edition. Cambridge University Press.					

