

Semester	Winter	Summer	2nd and 3rd semester (annually)			
ECTS credits	5	3				
Language	French or Spanish or Russian					
Content	Applied Business Language with specific focus on topics, such as the following: <ul style="list-style-type: none">- Business contacts- Telephoning- Business travel- Companies, Trends, Facts and Figures- Business correspondence (business letters and email)- Presenting and the basics of discussions- Applications and job interview- Intercultural communication					
Learning objectives	Successful students will be able to communicate in the foreign language in typical academic and business contexts. They can deliver prepared utterances on a variety of set business topics and talk about job routines. They are able to draft business correspondence on set topics. They can recognise intercultural differences in communication.					
Preconditions for attendance	Level A2 CEF					
Work load	240 hours in total, consisting of 84 hours attendance 154 hours guided autonomous learning 2 hours final written examination					
Preconditions for examination	Project in 2 nd course term					
Forms of teaching and assessments		Weekly hours			Assessment	ECTS Credits
	Teaching units	L	S	T		
			4 WS 2 SS		Written exam (90 min.): <i>Reading and Listening Comprehension, Writing;</i> Presentation with Discussion (15 min.) <i>Weight 3 : 1</i> <i>Both (single) parts of the exam have to be passed and taken without the help of any dictionaries</i>	8
Bibliography (latest editions apply)	Information on textbook title will be given in the seminar Additional and practice material (computer, audio, video, print) is available for use in the SLZ (multi-media centre)					
Study Program	Use of foreign business language in Bachelor course and employment					