

| <b>Module/Course Title: Business English</b> |   |   |   |                                      |                 |
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| <b>Module/<br/>course code</b>               | <b>Student<br/>workload</b>   | <b>Credits<br/>(ECTS)</b>   | <b>Semester</b>   | <b>Frequency</b>                     | <b>Duration</b> |
| SBI 61045                                    | 8,5 hours per week  | 3 CU x<br>1.5 = 4.5<br>ECTS   | 4th   | 3 CU x16 = 48                        | 16 meetings     |
| <b>1</b>                                     | <b>Types of courses</b><br><br>Elective coursework  | <b>Contact hours</b><br><br>3 CU x 50<br>minutes = 150 =<br>2.5 hours per<br>week | <b>Independent<br/>study</b><br><br>3 CU x 120<br>minutes =<br>360 minutes<br>= 6 hours | <b>Class size</b><br><br>30 students |                 |
| <b>2</b>                                     | <b>Prerequisites for participation (if applicable)</b>  |   |   |                                      |                 |
| <b>3</b>                                     | <p><b>Learning Outcomes (PLO + CLO)</b></p> <p><b>Course Description:</b><br/>This course is designed to prepare students to use English in a present or future work situation. Students will develop English skills with a focus on business contexts and environments, and they will learn vocabulary that is used regularly in the business world. This course will help practice and enrich communication skills by using English in specific business settings and situations. Lecture materials include business correspondence, formal presentations, and informal networking. Students who program this course are expected to have a strong foundation in written and spoken language so that they can apply their English skills in the business world.</p> <p><b>Programme Learning Outcomes:</b></p> <p><b>PLO 1</b> Graduates are expected to be able to play a role as creative industry players by using competence in the fields of language, literature and culture to produce innovative and competitive works.</p> <p><b>PLO 2</b> Graduates are expected to be able to act as research assistants, namely young scholars who have critical thinking to solve problems faced in society.</p> <p><b>PLO 3</b> Graduates are expected to be able to play a role as academicians, namely activists in the world of education who have intellectuality and professionalism.</p> <p><b>Intended Learning Outcomes:</b></p> <p>ILO 1 Students are able to show responsibilities in performing academic activities based on religious values, morals, and ethics.</p> <p>ILO 2 Students are able to uphold entrepreneurship values in cooperating with the society and environment.</p> <p>ILO 3 Students are able to demonstrate language skills by using proper English.</p> <p>ILO 4 Students are able to analyze the development of linguistic, literary and cultural phenomena</p> |   |   |                                      |                 |

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|   | <p>in the global and digital era.</p> <p>ILO 5 Students are able to elaborate their ideas in both spoken and written forms in English within academic and non-academic contexts.</p> <p>ILO 6 Students are able to use media and technology into their learning and research activities</p> <p>ILO 7 Students are able to analyze various scientific texts in the fields of language, literature and culture in English.</p> <p><b>Course Learning Outcomes</b></p> <p>On completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> <li>1. Communicate orally in a range of business situations, such as interviews, meetings, professional presentations and negotiations with greater confidence, fluency and accuracy.</li> <li>2. Write various business-related documents, such as memo, reports, emails, business letters, CV and application letters with greater accuracy and more sophisticated vocabulary.</li> </ol>   |
| 4 | <p><b>Subject aims/Content</b></p> <p><b>Meeting 1: Introduction to course and <i>Business English VS Everyday English</i></b><br/>Students are able differentiate The English used in business and everyday life.</p> <p><b>Meeting 2: Business Language and Vocabularies</b><br/>Students are able to communicate effectively about business related subjects using specific language structure and vocabularies.</p> <p><b>Meeting 3: Business Speaking Skills: Small talks and Socialization</b><br/>Students are able to manage and actively participate in any informal conversations in business situations.</p> <p><b>Meeting 4: Business Speaking Skills: Speaking on the Telephone</b><br/>Students are able to engage in telephone conversations with English-speakers.</p> <p><b>Meeting 5: Business Speaking Skills: Negotiation</b><br/>Students are able to negotiate with English-speaking clients and customers.</p> <p><b>Meeting 6: Business Speaking Skills: Business Presentation</b><br/>Students are able to give clear and compelling presentations and project updates.</p> <p><b>Meeting 7: Business Speaking Skills: Job Interview</b><br/>Students are able to conduct job interview with great fluency, accuracy and confidence.</p> <p><b>Meeting 8: Midterm Test</b></p> <p><b>Meeting 9: The Layout of Business Letter</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence.</p> <p><b>Meeting 10: Business Correspondence: Sales letter</b></p> |

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|   | <p>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear and compelling <b>Sales letter</b>.</p> <p><b>Meeting 11: Business Correspondence: Ordering Supplies</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear and compelling <b>Letter of Ordering Supplies</b></p> <p><b>Meeting 12: Business Correspondence: Letter of Acknowledgement</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear and compelling <b>Letter of Acknowledgement</b></p> <p><b>Meeting 13: Business Correspondence: Letter of Complaint and Adjustment Letter</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear and compelling <b>Letter of Complaint and Adjustment Letter</b></p> <p><b>Meeting 14: Business Correspondence: CV and Application Letter</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear and compelling <b>CV and Application Letter</b></p> <p><b>Meeting 15: Business Correspondence: Reports and Memo</b><br/>Students are able to use appropriate English lexical and syntactic structure in particular types of business correspondence and situation-specific vocabularies and grammar structure to write a clear <b>Reports and Memo</b></p> <p><b>Meeting 16: Final Test</b></p> |
| 5 | <p><b>Teaching methods</b></p> <p>lectures, discussions, quiz, &amp; assignments</p>  |
| 6 | <p><b>Assessment methods</b></p> <p>1. Class Participation<br/>In order to maximize the learning opportunities in this course, students are not only required to be present for all class sessions, but they are also expected to interact with peers and the topics as directed in class discussions and activities.</p> <p>2. Assignments<br/>Students are required to complete all given assignments. Feedback on answers will be available on the online learning platform, and the feedbacks will be discussed in the following meeting if necessary.</p> <p>3. Quiz</p>   |

Students are expected to do the quiz twice, in the 5th and 13th meetings. Feedback on answers will be available on the online learning platform, and the feedbacks will be discussed in the following meeting if necessary.

4. Midterm Test

The exam aims to assess students' comprehension about the lessons learned in week 1-7

5. Final Test

The exam aims to assess students' comprehension about the lessons learned in week 9-15

**Assessment Summary:**

| Assessment Task     | Task Type | Due                   | Weighting |
|---------------------|-----------|-----------------------|-----------|
| Class Participation |           | Throughout the course | 10%       |
| Assignment          | Formative | weekly                | 20%       |
| Quiz                | Summative | week 5 & 13           | 15%       |
| m Test              | Summative | Week 8                | 25%       |
| Final Test          | Summative | Week 16               | 30%       |

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| 7 | <b>This module/course is used in the following study programme/s as well</b><br>-   |
| 8 | <b>Teachers</b><br>Arcci Tusita, M.Hum.; Dr. Sri Endah Tabiati  |
| 9 | <b>Resources</b><br>Tabiati, S.E., Deviningrum, N., Tusita, A., Indarwati, H. (2017). English for Business Communication. Malang: UMM Press |

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|    | <p><b>UNIVERSITAS BRAWIJAYA</b><br/> <b>FACULTY OF CULTURAL STUDIES</b><br/> <b>DEPARTMENT OF LANGUAGES AND LITERATURE</b><br/> <b>STUDY PROGRAMME OF ENGLISH LITERATURE</b></p> |
| <b>STUDENT TASK GUIDELINE</b>   |  |
| <b>COURSE:</b>  | <b>Business English</b>  |
| <b>CODE:</b>  | SBI 61045 <span style="float: right;">CU 7/Semester 7</span>   |
| <b>TEACHER</b>  | Team   |
| <b>TASK FORM:</b>   |  |
| Test  |  |
| <b>NAME OF TASK:</b>  |  |
| Weekly Assignment   |  |
| <b>COURSE LEARNING OUTCOME:</b>   |  |
| <ol style="list-style-type: none"> <li>1. Students are able to outline standard spoken language, normally encountered in academic life. Only extreme background noise, inadequate discourse structure and/or idiomatic usage influence the ability to understand.</li> <li>2. Students are able to outline the main ideas of propositionally and linguistically complex speech on both concrete and abstract topics delivered in a standard dialect, including technical discussions in his/her field of specialisation. Can follow extended speech and complex lines of argument provided the topic is reasonably familiar, and the direction of the talk is sign-posted by explicit markers.</li> </ol> |  |
| <b>DESCRIPTION</b>  |  |
| Students are going to be tested on their ability to generalise the main ideas of propositionally and linguistically complex speech on both concrete and abstract topics delivered in a standard dialect.  |  |
| <b>METHOD OF COMPLETION</b>   |  |
| The students are asked to do weekly assignment. The assignment is provided on the learning platform (Google Classroom/VLM2).  |  |
| <b>OUTCOMES</b>   |  |
| Object: Test (multiple choice/embedded question/matching questions)   |  |
| Outcome: the test result  |  |
| <b>INDICATORS, CRITERIA, AND PERCENTAGE OF GRADING</b>  |  |
| The score is given based on answer key integrated in the question banks available on the learning platform.   |  |

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| <b>TIME</b>       |
| Weekly            |
| <b>OTHERS</b>     |
| -                 |
| <b>REFERENCES</b> |
|                   |