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| ***Track 4 Phase 2*** | **Business Communication** |
| ***Module Description and Objectives*** | This module aims to increase the students’ knowledge of the sort of general professional language, especially vocabulary and expressions, which are used in the company environment and managerial positions.  Special attention will be paid to the use of register, tact and diplomacy. |
| ***Language skills sought*** | The ability to engage in talks/discussions and to defend oneself and one’s points of view tactfully and using the correct register when faced with criticism.  Correct use of grammar, syntax and clear diction. |
| ***Activities and Learning Styles*** | Active learning.  Group discussion and creation.  The students learn how to write a status report (a very useful tool for project work and liaising with clients) and how to put forward their views tactfully. After that, as Business Communication is such an enormous subject, the students can put forward and select the themes that would be most interesting and useful for them (previous examples have included formal meetings, negotiating, written communication in companies, research articles (similar to your final year reports) etc. As you can see the term “business” can have a very wide interpretation in the world of Engineering, so the classes are made-to-measure as far as possible! This also means that we do not necessarily cover the same themes in each group. |
| ***Assessment*** | Writing task: a concise status report  Oral: an “in company” role play |
| ***Performance: What the student is expected to do in order to show acquisition of language skills*** | Show their ability to communicate clearly and diplomatically using the correct register of language.  The ability to employ the sort of professional vocabulary and expressions required in positions of management and team leadership.  Good team cooperation and enthusiasm. |