

Description of Course Unit
according to the ECTS User's Guide 2015

Course unit title	Business English
Course unit code	MNJ6317
Type of course unit (compulsory, optional)	Compulsory
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	Bachelor
Year of study when the course unit is delivered (if applicable)	2021/2022
Semester/trimester when the course unit is delivered	Semester
Number of ECTS credits allocated	53,33 hours ~ 1,905 ECTS (1 ECTS = 28 hours per semester)
Name of lecturer(s)	Naning Margasari
Learning outcomes of the course unit	CLO- 1 Students will be able to identify business English communication and daily English communication. CLO- 2 Students will be able to comprehend grammatical English. CLO- 3 Students will be able to develop business English vocabularies. CLO- 4 Students will be able to boost their reading skills. CLO- 5 Students will be able to understand of tone, style and knowledge of communication methods. CLO- 6 Students will be able to enhance verbal communication skill in English CLO- 7 Students will be able to understand nonverbal communication. CLO- 8 Students will be able to comprehend in diverse/multicultural communication. CLO- 9 Students will be able to write and examine an essay and a business letter. CLO-10 Students will be able to do a business presentation. CLO-11 Students will be able to interview an expatriate in English.

Mode of delivery (face-to-face, distance learning)	Distance Learning
Prerequisites and co-requisites (if applicable)	- English 1
Course content	1. Introduction to Business Communication 2. Part of speech 3. Sentences: Elements, Pattern, Varieties, Types and Faults 4. Vocabulary building 5. Business communication Skill 6. Cross cultural communication and understanding 7. Building relationship 8. Business and marketing cases 9. Meeting 10. Writing an event and an essay 11. Negotiation
Recommended or required reading and other learning resources/tools	Books: Guffey, Mary Ellen and Seefer, Carolyn M., <i>Business English 10e</i>, United States of America, Copyright © 2011 by Cengage Learning. Sweeney, Simon., <i>English For Business Communications</i>. Copyright © 2005, Cambridge University Pers. Locker, Kitty O. and Keizler, Donna S., <i>Business and Administrative Communication</i>. Copyright © 2015 Mc Graw Hill Education Software: www.newsela.com, Edmodo, google meet, ZOOM meeting
Planned learning activities and teaching methods	Lecture. Group Work. Drill (practice) Report Preparation and/or Presentation
Language of instruction	Bilingual: English and Indonesian Language
Assessment methods and criteria	There are Assignments, Midterms, Final Examination, and Term-Project Presentation