

## **Business English II**

This course aims to raise students' awareness across a range of business subjects and to help them practise the foreign language as used in the business environment. The students will improve their writing, reading and speaking skills on topics related to Business Administration and Tourism. Additionally, they will familiarise themselves with the business communication strategies and with the Business English terminology commonly used in business journals and documents.

### Specific learning objectives and learner outcomes include:

- Presentations & Public Speaking skills;
- Globalization and Intercultural Communication;
- Meetings & Negotiation Techniques;
- Describing Trends: Graphs and Charts;
- Business Correspondence (emails, progress and incident reports, memos, directives, meeting minutes);
- Recruitment: Interviewing skills;
- Tourism and Hospitality;
- Tourism Industry Contracts;
- Bibliography and Citation styles.