

Wirtschaftskommunikation 5

Kursbeschreibung	Wirtschaftskommunikation Englisch V (Meetings and Negotiations)	
Kursnummer		
Fachbereich(e)	Hochschule für Wirtschaft – School of Business	
Name Studiengang /-gänge	Betriebsökonomie (Vollzeit)	
Art des Studiengangs	Bachelor	
Name Modul/Minor/Major	Wirtschaftskommunikation 5 (Total: 6 ECTS Credits)	
Modulniveau	<input type="checkbox"/> B <input type="checkbox"/> I <input checked="" type="checkbox"/> A <input type="checkbox"/> S	
Modultyp	<input type="checkbox"/> C <input checked="" type="checkbox"/> R <input type="checkbox"/> M	
ECTS-Credits	3 ECTS-Credits	
Gesamtarbeitsaufwand in Stunden (Kontaktstudium, begleitetes und individuelles Selbststudium)	Kontaktstudium:	27 h (36 Lektionen)
	Selbststudium:	63 h
	Total:	90 h
Verantwortliche Ansprechperson		
Telefon/E-Mail		
Lernziele	Learning and practising appropriate language and communication skills and strategies that equip students to take part effectively in meetings and negotiations in an international environment.	
Lerninhalte	<ul style="list-style-type: none"> Identifying and analysing types and purposes of meetings/negotiations students will be required to participate in at work.(Internal/external) Focus on / revision of key formal/informal vocabulary/expressions, structures and terms related to meetings and negotiations Practising meetings skills, e.g. chairing//participating/opening/closing/structuring/querying/interrupting/ developing arguments etc Practising negotiation skills, e.g. making opening introductions/presenting/establishing/clarifying position/dealing with conflict/bargaining/proposing /responding/closing negotiation Writing invitations/agendas/ minutes/ reports for meetings/ terms and conditions for negotiations 	
Lehr- und Lernmethoden	<ul style="list-style-type: none"> Lecture input Video/audio/online input Team- and group work with peer assessment /feedback Skills drills/ exercises and material Case studies Role play/simulations Learning/Exam techniques 	
Unterrichtssprache	English	
Leistungsbewertung (en)	Written exam: 60 minutes / 70 % weight / End of course Oral presentation: ca. 10 minutes / 30 % weight	
Bibliographie	Comfort J. (1998)	<i>Effective Negotiations</i> : Oxford. OUP.
	Cordell. J. (2000)	<i>Cambridge Business English Activities</i> : Cambridge: CUP
	Dignen B. (2003)	<i>Down to business. English for Negotiating</i> York Associates Leader Effectiveness Training L.E.T.: <i>The Proven People Skills for Today's Leaders Tomorrow</i> : New York. Berkley Publishing Group
	Gordon T.	http://www.gordontraining.com/freeleade

	(2005)	<i>rshipadvice.html</i>
	Gordon T. (2001)	<i>I'm Ok you're Ok</i> : U.S.A. Harper Collins <i>Negotiating Outcomes</i> : HBS Publishing http://harvardbusinessonline.hbsp.harvard.edu/
	Harris T. (1967)	<i>Essential Manager's Manual</i> : London .Dorling Kindersley
	Harvard Business School (2007)	<i>Negotiations</i> : Oxford. Summertown publishing
	Heller R. and Hindle T. (2008)	
	Laws A. (2000)	
Erforderliche Vorkenntnisse Modul(e) – Kurs(e)	Wirtschaftskommunikation Englisch IV (Wirtschaftskommunikation 4)	
Anschlussmodul(e) /-kurs(e)	CAREER CENTRE (Fremdsprachenzertifikate)	
Bemerkungen	None	