

## COURSE SYLLABUS

# Business and Academic Communication 2, 7.5 credits

*Business and Academic Communication 2, 7,5 högskolepoäng*

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Course Code:	EGCK13	Education Cycle:	First-cycle level
Confirmed by:	Council for Undergraduate and Masters Education Dec 19, 2013	Disciplinary domain:	The humanities
Revised by:	Council for Undergraduate and Masters Education Oct 22, 2014	Subject group:	EN1
Valid From:	Jan 19, 2015	Specialised in:	G1F
Version:	2	Main field of study:	English
Reg number:	IHH2015/01534-313		

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### Intended Learning Outcomes (ILO)

The entire focus of this course is to further develop language and communications skills that can be employed at university and in future working lives. The course is a continuation of Business and Academic Communication 1 and aims to improve students' ability to function at a more sophisticated level of language, and to cement, through training, different communication skills.

On completion of the course the students will be able to:

#### *Knowledge and understanding*

1. Understand how to plan and structure academic and business texts to suit different audiences
2. Identify and correct errors in grammar, punctuation and style in their own writing and the writing of others.
3. Show critical understanding of academic texts

#### *Skills and abilities*

4. Further develop the ability to produce written documents in business and academic contexts using appropriate layout and style
5. Prepare, plan and deliver a professional oral presentation on a given topic

#### *Judgement and approach*

6. By demonstrating critical reading and writing skills
7. By analysing, paraphrasing and summarising the writing of others
8. By analysing the communicative effectiveness, design and organisation of a presentation

### Contents

- Specialized professional texts
- Oral presentations
- Error analysis and copy editing
- Academic vocabulary building

### Type of instruction

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Lectures and seminars. Active participation required and mandatory attendance for in-class presentations.

The teaching is conducted in English.

### Prerequisites

30 credits including course Business and Academic Communication I

### Examination and grades

The course is graded A, B, C, D, E, FX or F.

The examination consists of individual and group assignments, both written and oral for both business communication and academic communication, submitted by the due dates.

The students' final grade is based on the combined result of the written and oral assignments.

Registration of examination:

Name of the Test	Value	Grading
Examination <sup>1</sup>	7.5 credits	A/B/C/D/E/FX/F

<sup>1</sup> Determines the final grade of the course, which is issued only when all course units have been passed.

### Course evaluation

It is the responsibility of the examiner to ensure that each course is evaluated. At the outset of the course, evaluators must be identified (elected) among the students. The course evaluation is carried out continuously as well as at the end of the course. On the completion of the course the course evaluators and course examiner discuss the course evaluation and possible improvements. A summary report is created and archived. The reports are followed up by program directors and discussed in program groups and with relevant others (depending on issue e.g. Associate Dean of Education, Associate Dean of faculty, Director of PhD Candidates, Dean and Director of Studies). The next time the course runs, students should be informed of any measures taken to improve the course based on the previous course evaluation.

### Other information

Academic integrity

JIBS students are expected to maintain a strong academic integrity. This implies to behave within the boundaries of academic rules and expectations relating to all types of teaching and examination.

Copying someone else's work is a particularly serious offence and can lead to disciplinary action. When you copy someone else's work, you are plagiarizing. You must not copy sections of work (such as paragraphs, diagrams, tables and words) from any other person, including another student or any other author. Cutting and pasting is a clear example of plagiarism. There is a workshop and online resources to assist you in not plagiarizing called the Interactive Anti-Plagiarism Guide.

Other forms of breaking academic integrity include (but are not limited to) adding your name to a

project you did not work on (or allowing someone to add their name), cheating on an examination, helping other students to cheat and submitting other students work as your own, and using non-allowed electronic equipment during an examination. All of these make you liable to disciplinary action.

## Course literature

### Literature

- Oxford Grammar for EAP with answers, Ken Paterson, Oxford University Press, 2013. ISBN 978-0-19432999-6
- JibsWriter
- On-line material