

I. GENERAL DATA ON SUBJECT COURSE	
CODE AND NAME OF SUBJECT (IN ESTONIAN AND ENGLISH)	LC.C.0.22 Inglise ärikeeel II /Business English II
ACADEMIC YEAR, TERM, FORM OF STUDIES	2018 fall semester, full-time
CURRICULUM, SPECIALITY AND MODULE WHERE THE SUBJECT BELONGS TO	Aviation Management (2284)
SCOPE OF SUBJECT (ECTS)	2.0 credits
FORM OF CONTROL	Non-graded exam
WORKLOAD AND FORMAT OF STUDIES	26 contact hours, 26 hours of individual work
LANGUAGE OF INSTRUCTION	English is the language of instruction at this course
Additional Information (Prerequisite Subject Courses, Restrictions On Participating In The Course, etc)	Prerequisites: Having completed BuE 1; OR: being interested in Business, having a reasonably good knowhow/overview of some discipline of Business and being able to discourse on it; OR: being interactive in English and willing to hone one's skills via focusing on Business-related topics, texts, listening episodes and writing assignments.
LECTURER(S)	Hans Künka

II. THE GOAL, LEARNING OUTCOMES AND DESCRIPTION OF SUBJECT COURSE	
GOAL OF SUBJECT COURSE	To enable students: <ol style="list-style-type: none"> 1) to consolidate – through practice -- the essential terminology of business already studied; 2) to focus on acquiring the informative reading and text composition techniques; 3) to become prepared for the BEC Higher exam that will follow (compulsory for EAVA students).

LEARNING OUTCOMES	<p>The students having successfully worked at this course will have:</p> <ol style="list-style-type: none"> 1) expanded their business terminology, through the listening, reading, speaking and writing assignments scheduled; 2) acquired the informative reading and text composition skills needed; 3) prepared themselves skills-wise and mentally for successfully taking a BEC Higher exam.
SUBJECT COURSE DESCRIPTION	<p>Course abstract</p> <p>This course is a sequel to Business English 1. Its primary intent, however, is on gearing one's knowledge and skills of BuE toward earning an expectedly high score at an internationally recognized exam (BEC Higher). With that in view, the training at this course is focused on learning to comply with the exam's requirements, so that the desired positive scores could be earned.</p>

III. GRADING SYSTEM AND CRITERIA	
PREREQUISITES TO BE ALLOWED TO TAKE EXAMINATION/ PRELIMINARY EXAMINATION	95-100 % attendance and participation in classes; reading up the materials as assigned, and successfully completing all the speaking and writing assignments.
FORMATION OF EXAMINATION MARK/OF PRELIMINARY EXAM	<p><u>Breakdown of course final result percentage for assignments:</u></p> <ol style="list-style-type: none"> (1) 4 reading assignments, 10 % each (2) 4 writing assignments, 5 % each (3) 4 writing assignments in classes, 10 % total (4) Participation in class discussions, 10 % (5) BEC Higher trial Exam, 20 %
OPPORTUNITIES FOR SETTLING ARREARS	By appointment with the instructor

WEEK	FORM OF WORK	TOPICS
		<p>Week 1 – 3 Induction into BEC Higher Listening parts 1-2-3 of Test 1 Reading Part (tryout, to be done by class of week 2) Composition and structure of Writing Part 1 (to be completed by class of week 3 and submitted via the email); Part 2 practiced in class. Discussion topics: <i>Customer Relations; Staff Development; Business Strategy.</i></p> <p>Week 4 – 6 Writing Part 1 edited and returned in week 4 Listening parts 1-2-3 of Test 2 Reading Part (to be done by classes of weeks 5 and 6) Writing assignment 1 of test 2 (to be completed by class of week 3 and submitted via the email); Part 2 practiced in class. Discussion topics: <i>Quality Control; Information Management; Financial Planning.</i></p> <p>Week 7 – 9 Writing Part 1 edited and returned in week 7 Listening parts 1-2-3 of Test 3 Reading Part (to be done by classes of weeks 8 and 9) Writing assignment 1 of test 3 (to be completed by class of week 9 and submitted via the email); Part 2 practiced in class. Discussion topics: <i>Staff Relations; Technology; Strategic Planning.</i></p> <p>Week 10 – 12</p>
		<p>Writing Part 1 edited and returned in week 10 Listening parts 1-2-3 of Test 4 Reading Part (to be done by classes of weeks 11 and 12) Writing assignment 1 of test 4 (to be completed by class of week 12 and submitted via the email); Part 2 practiced in class. Discussion topics: <i>Customer Service; Purchasing; Reducing Staff Turnover.</i></p> <p>Week 13 Writing Part 1 edited and returned in week 13 Full-format BEC Higher trial exam. The papers are edited and the course wraps up!</p>

V. Study Materials

1. BEC Higher sample tests (in handouts)
2. BEC Higher CD for listening (available in the Academy's Library)
3. Tools for skills reinforcement (provided by the instructor whenever the need arises)
4. Templates for writing assignments (developed by the instructor, and distributed online)