

## Licence Sciences de Gestion (L3 SG)

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Titre du Cours : **Business English**  
*Course Title :*  
Heures : 20h TD  
*Lecture hours :*  
ECTS Credits : 2

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➤ **CONTENU ET OBJECTIFS PÉDAGOGIQUES DU COURS**

**DESCRIPTION AND LEARNING OBJECTIVES OF THE COURSE**

A relevant business English course using different approaches to develop practical language skills and communication.

The course aims to improve both oral and written communication and knowledge of business English using a range of different business topics. Students will also practice and prepare for the TOEIC (Test Of English for International Communication).

➤ **LISTE DES SUJETS OU RESUME DES SEANCES**

**TOPICS OF EACH SESSION OR SUMMARY OF THE COURSE**

Vocabulary

- Essential business vocabulary

Communication

- Oral presentations, negotiating, telephoning, socialising, job interviews

Reading

- Authentic texts on relevant business topics

Listening

- Obtaining specific information and note-taking

Language

- Essential grammar

Writing

- CV and cover letter

➤ **METHODES D'EVALUATION**

**EVALUATION AND GRADING**

Oral presentation 25% of final grade

- Semester 1 : Presenting a company
- Semester 2 : Presenting a product

Writing 25% of final grade

- Semester 1 : CV
- Semester 2 : Cover letter

TOEIC 50% of final grade

- Practice test at end of semester 1
- Practice test at end of semester 2

➤ **REFERENCES BIBLIOGRAPHIQUES**

**BIBLIOGRAPHY**

Pearson-Longman Market Leader Pre-Intermediate & Intermediate 3<sup>rd</sup> Edition  
by David COTTON, David FALVAY, Simon KENT