UNIVERSITY OF SKÖVDE

TRANSLATION FROM SWEDISH

COURSE SYLLABUS

English: Business English G1N

7.5 credits

Course code: EN256G
Version number: 3
Valid from: 1 January 2026
Ratified by: Curriculum Committee for Health Sciences
Date of ratification: 28 May 2025

1. General information about the course

The course is provided by the University of Skövde and is named English: Business English G1N (Engelska: Affärsengelska G1N). It comprises 7.5 credits and is a first-cycle course. The level of progression is G1N.

The course is a part of the subject of English. The disciplinary domain of the course is The Humanities.

2. Entry requirements

General entry requirements (with exception of the requirement of Swedish).
Additional requirements: English 6 or English level 2.

The level of English proficiency is normally demonstrated by an internationally recognized language test, e.g. IELTS or TOEFL.

3. Course content

The course comprises oral and written proficiency training in certain work situations such as in regards to meetings, negotiations and presentations as well as in the production of letters, emails, reports and minutes etc. The students are also trained in discussing and reporting on the cultural conditions of a number of countries.

4. Objectives

After completion of the course, the student shall be able to:

- utilise a vocabulary related to business studies
- apply the English language in speech and writing in certain work situations
- make a prepared oral presentation in front of an audience

5. Examination

The course is graded A (Excellent), B (Very good), C (Good), D (Satisfactory), E (Sufficient) or F (Fail).

The examinations of the course consist of the following modes of assessment:

- **Individual written assignments**
  1.5 credits, grades: G/U
- **Supervised written examination**
  3 credits, grades: A/B/C/D/E/F (determines the final grade)
- **Oral assignments**
  2 credits, grades: G/U
- **Oral presentation**
  1 credit, grades: G/U

Students with a permanent disability who have been approved for directed educational support may be offered adapted modes of assessment.

6. Types of instruction and language of instruction

The teaching is comprised of lectures, seminars/group discussions and exercises.

The teaching is conducted in English.

7. Course literature and other educational materials

Geffner, A. B. (2016). *Business English: The writing skills you need for today's workplace* (6th ed.). New York: Barron's Educational Series. ISBN 9781438006963.

Articles and additional materials according to the teacher´s instructions.

8. Student influence

Student influence in the course is ensured by means of course evaluation. The students are informed about the results of the evaluation and potential measures that have been taken or are planned, based on the course evaluation.

9. Additional information

The content of the course corresponds completely or partially with the following course(s) and cannot be included in the required credits of a degree qualification:

- EN245G - English: Business English G1N 7.5 credits

Further information about the course, as well as national and local governing documents for higher education, is available on the website of the University of Skövde.