

## COURSE OUTLINE: ENGLISH FOR ECONOMICS AND BUSINESS IV

### GENERAL

|                                                                                                                                                                                                                                                                       |                                                                                                                                          |                              |                |
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| <b>SCHOOL</b>                                                                                                                                                                                                                                                         | ECONOMICS AND BUSINESS                                                                                                                   |                              |                |
| <b>ACADEMIC UNIT</b>                                                                                                                                                                                                                                                  | ECONOMICS                                                                                                                                |                              |                |
| <b>LEVEL OF STUDIES</b>                                                                                                                                                                                                                                               | UNDERGRADUATE                                                                                                                            |                              |                |
| <b>COURSE CODE</b>                                                                                                                                                                                                                                                    | ΕΓ104                                                                                                                                    | <b>SEMESTER</b>              | 4th            |
| <b>COURSE TITLE</b>                                                                                                                                                                                                                                                   | ENGLISH FOR ECONOMICS AND BUSINESS IV                                                                                                    |                              |                |
| <b>INDEPENDENT TEACHING ACTIVITIES</b><br><i>if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i> |                                                                                                                                          | <b>WEEKLY TEACHING HOURS</b> | <b>CREDITS</b> |
|                                                                                                                                                                                                                                                                       |                                                                                                                                          | 3                            | 2              |
|                                                                                                                                                                                                                                                                       |                                                                                                                                          |                              |                |
|                                                                                                                                                                                                                                                                       |                                                                                                                                          |                              |                |
| <i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>                                                                                                                                              |                                                                                                                                          |                              |                |
| <b>COURSE TYPE</b><br><i>general background,<br/>special background,<br/>specialized general<br/>knowledge, skills development</i>                                                                                                                                    | SKILLS DEVELOPMENT / GENERAL BACKGROUND                                                                                                  |                              |                |
| <b>PREREQUISITE COURSES:</b>                                                                                                                                                                                                                                          | NO                                                                                                                                       |                              |                |
| <b>LANGUAGE OF INSTRUCTION</b><br><b>and</b><br><b>EXAMINATIONS:</b>                                                                                                                                                                                                  | English (lectures, course material and exams)<br>Greek (during lectures, if needed, for deeper comprehension and clarification purposes) |                              |                |
| <b>IS THE COURSE OFFERED TO ERASMUS STUDENTS</b>                                                                                                                                                                                                                      | YES                                                                                                                                      |                              |                |
| <b>COURSE WEBSITE (URL)</b>                                                                                                                                                                                                                                           | <a href="https://eclass.uth.gr/courses/ECON_U_256/">https://eclass.uth.gr/courses/ECON_U_256/</a>                                        |                              |                |

### LEARNING OUTCOMES

#### Learning outcomes

*The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.*

*Consult Appendix A*

- *Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area*
- *Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B*
- *Guidelines for writing Learning Outcomes*

The students develop the type of skills in English that enable them to:

- understand basic concepts related to International Economics, by searching for information in valid and updated websites as well as in relevant documents and international agreements.
- become aware of multicultural differences in international business contexts and adapt their language to achieve effective communication.
- write a CV/resume and cover letter when looking for a job, internship or postgraduate courses, as well as formal emails for professional transactions.
- get familiar with and make use of special vocabulary and terminology related to their discipline in English.
- comprehend various texts that are published in the foreign Press and relate to International Economics.
- practise their listening comprehension skills in English through audiovisual material.

### **General Competences**

*Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?*

*Search for, analysis and synthesis of data and information, with the use of the necessary technology*

*Adapting to new situations*

*Decision-making*

*Working independently*

*Team work*

*Working in an international environment*

*Working in an interdisciplinary environment*

*Production of new research ideas*

*Project planning and management*

*Respect for difference and multiculturalism*

*Respect for the natural environment*

*Showing social, professional and ethical responsibility and*

*sensitivity to gender issues*

*Criticism and self-criticism*

*Production of free, creative and inductive thinking*

*.....*

*Others...*

*.....*

- Searching for, analyzing and synthesizing information, by using digital technology
- Autonomous and Group Work
- Critical thinking and self-assessment
- Promotion of free, creative, inductive reasoning
- Familiarization with the international and interdisciplinary context
- Respect for difference and multiculturalism

## SYLLABUS

The course aims at familiarizing students with basic English terminology that relates to International Economics and intercultural communication. In parallel, there is a development of communication skills relating to job hunting and business transactions in an international context.

In particular, the thematic units analyzed during lectures are the following:

- International Economics, International Trade
- International Organizations (e.g. World Trade Organization, United Nations)
- Global and circular economy, security, sustainable development, international agreements
- Gig economy
- Intercultural business relations, business etiquette
- Written discourse: CV, resume, cover letter, formal emails
- Simulation of job interviews
- Audio-visual material on topics related to those analyzed during lectures for further practice of specialized vocabulary.

## TEACHING and LEARNING METHODS - EVALUATION

| <b>DELIVERY</b><br><i>Face-to-face, Distance learning, etc.</i>                                                                                                                                                                                                                                                                                                                                                                                                                             | Face-to-face                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|----------|----|------------------------------------|----|--------------------|---|-------------------------------------------------|---|-------|---|--------------|-----------|
| <b>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b><br><i>Use of ICT in teaching, laboratory education, communication with students</i>                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Use of e-class platform for uploading (a) lecture material (b) announcements (c) exercises, relevant bibliography (d) students' assignments.</li> <li>- Use of technological tools for (a) presentation of lecture material (b) video viewing, (c) use of e-dictionaries of special terms.</li> </ul>                                                                                                                                             |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| <b>TEACHING METHODS</b><br><i>The manner and methods of teaching are described in detail. Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc. The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS</i> | <table border="1" data-bbox="646 1505 1308 1944"> <thead> <tr> <th><i>Activity</i></th><th><i>Semester workload</i></th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Study and analysis of bibliography</td><td>12</td></tr> <tr> <td>Assignment writing</td><td>5</td></tr> <tr> <td>Meetings and examination of assignment progress</td><td>2</td></tr> <tr> <td>Exams</td><td>2</td></tr> <tr> <td>Course total</td><td><b>60</b></td></tr> </tbody> </table> | <i>Activity</i> | <i>Semester workload</i> | Lectures | 39 | Study and analysis of bibliography | 12 | Assignment writing | 5 | Meetings and examination of assignment progress | 2 | Exams | 2 | Course total | <b>60</b> |
| <i>Activity</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Semester workload</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Lectures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 39                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Study and analysis of bibliography                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Assignment writing                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Meetings and examination of assignment progress                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Exams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |
| Course total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                          |          |    |                                    |    |                    |   |                                                 |   |       |   |              |           |

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| <p><b>STUDENT PERFORMANCE EVALUATION</b></p> <p><i>Description of the evaluation procedure</i></p> <p><i>Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other.</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p> | <p>The final mark results from one of the following options:</p> <ul style="list-style-type: none"> <li>- Written exams at the end of the semester (100% of the final mark), including multiple-choice, gap completion, short-text answers.</li> <li>- Written exams at the end of the semester (70%), including multiple-choice, gap completion, short-text answers + CV and cover letter (30%).</li> <li>- Written exams at the end of the semester (70%), including multiple-choice, gap completion, short-text answers + CV and cover letter (30%) + short job interview simulation (15%).</li> </ul> <p>The instructions for the short written assignments and the job interview simulation are presented in lectures. The information is constantly available throughout the semester, in the form of e-class announcements.</p> <p>These three options of assessment also apply for ERASMUS students, for whom English is the only language of instruction and assessment.</p> |
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#### ATTACHED BIBLIOGRAPHY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"> <li>• Adams, J., Fitzgerald, P., McCullagh, M., McLisky, M., Roberts, M., Scott, R., Tabor, C. (2019). <i>Αγγλικά των Επιστημών Οικονομίας, Διοίκησης, Λογιστικής, Χρηματοοικονομικής και Πληροφορικής</i>. Broken Hill Publishers Ltd.</li> <li>• Κανταρίδου, Ζ., Παπαδοπούλου, Ι. Στεφάνου, Π. (2019). <i>Business English at University</i>. Ε.&amp;Δ. Ανικούλα Ο.Ε.</li> <li>• Taylor, S. (2014). <i>Model Business Letters, Emails and Other Business Documents</i>. Broken Hill Publishers Ltd.</li> <li>• Additional bibliography/ articles are recommended during lectures.</li> </ul> |
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