

<b>Course title</b>	Language Awareness and Introduction to Business English I
<b>Course code</b>	
<b>Type of course</b>	Compulsory
<b>Level of course</b>	Undergraduate
<b>Year of study</b>	First (1st)
<b>Semester</b>	First (1st)
<b>ECTS credits</b>	5
<b>Name of lecturer(s)</b>	Vassiliki Delli, EFL/ESP Instructor
<b>Aim of the course</b>	The aim of this course is to brush upon students' varying general English language skills and gradually enhance them (Reading, Writing, Speaking and Listening). Students are also introduced to Business English.
<b>Learning outcomes</b>	At the end of the course students: <ol style="list-style-type: none"> <li>1. will have practised and improved all four English language skills</li> <li>2. will have introduced themselves to basics of Business English, having studied some of the first disciplines and field areas of Business Administration.</li> <li>1. will have acquired the skills to approach texts in Business Administration and Economics (text comprehension, linguistic practice, vocabulary building, written speech production)</li> </ol>
<b>Competences</b>	Good knowledge/command of English (B1 level Threshold - B2 level Vantage).
<b>Prerequisites</b>	There are no prerequisites for the course. However, good knowledge of English is recommended towards students' successful completion of the course.
<b>Course contents</b>	<ol style="list-style-type: none"> <li>1. The English Language as Lingua Franca</li> <li>2. The English Language in Business</li> <li>3. The Sectors of Economy</li> <li>4. Introduction to Management</li> <li>5. Management Theories</li> <li>6. Management Practices</li> <li>7. The Company</li> <li>8. Company Structure</li> <li>9. Legal Status of Companies</li> </ol>
<b>Recommended reading</b>	<ol style="list-style-type: none"> <li>1. Sivridou F. and Iakovos A., <i>Reading Skills and Business Functions</i>. Interbooks, 2010</li> <li>2. Mackenzie I., <i>Management and Marketing</i>. Thomson Publications, 1997.</li> <li>3. Mackenzie I., <i>English for Business Studies</i>. Cambridge University Press, 1997.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Mascull B., <i>Business Vocabulary in Use - Advanced</i>. Cambridge University Press, 2004.</li> <li>5. Robbins S., <i>Business Vocabulary in Practice</i>. Collins Cobuild- HarperCollins Publishers, 2003</li> </ol>
<b>Teaching and learning methods</b>	Lectures.
<b>Assessment and grading methods</b>	Final written exam. Minimum passing grade: 5.
<b>Language of instruction</b>	English