

<b>Name of programme:</b>	<b>Logistics Management</b>
<b>Title of Module</b>	<b>Business English for Logistics Managers (CEFR level B2)</b>
Responsible person	Rose Zeller-Hofer, MSc
Lecturer	Rose Zeller-Hofer, MSc
Module Code	ALG04
Type of Module	X obligatory module, O elective module
Level (BA / MA)	O BA x BSc O BEng, O MA O MSc O MEng O MBA
Language	English
Related Degree Programme/s	Logistics Management (B.Sc.)
Department	Management and Communication
Location	O Gießen, x Friedberg
Availability/frequency of module	X every semester, O annually in the Winter Semester, O annually in the Summer Semester,
Hours per Week / Workload	42 HpW, contact hours per week 150 H in total
Number of CrP/ECTS	5 ECTS/CrP
Forms of instruction	X lecture, X seminar, O supervised training, O Laboratory Practical Course
Qualifications and Goals	In this course the terminology of Business English for Logistics and its application is introduced to students. They develop communication skills to discuss Supply Chain Management topics successfully in English language. Using case studies and simulations students learn how to deal with relevant business situations, e.g. presenting, meetings and negotiations. Students improve the basic language skills: reading, speaking, writing and listening with the focus on speaking and extend their vocabulary regarding to business in general and logistics especially. The module finishes with the preparation and the performance of a business meeting in a team of four participants. The students have to design a written documentation of their topic and discussion in an international context.
Short Description of Contents	This special purpose English course focuses on English as it is used in logistics. Students develop the communication skills required for them to discuss supply chain management topics in English. Using case studies and simulations students learn how to deal with relevant business situations. Students improve their basic language skills and learn new vocabulary items used in general business topics and in logistics in particular. At the end of the course, students work in teams and learn how to take part in business meetings. Students submit a term paper on their topic and discuss this topic in an international context.

Description of Contents	<p><b>Unit 1: Terminologies in Logistics</b></p> <ul style="list-style-type: none"> <li>- presenting basics and advanced terminology in logistics</li> <li>- developing vocabulary</li> <li>- reading and translating authentic texts</li> <li>- answering complex questions about texts</li> <li>- writing about topics in Logistics</li> <li>- listening to authentic business conversations and answering detailed questions</li> </ul> <p><b>Unit 2: Business Meetings</b></p> <ul style="list-style-type: none"> <li>- preparing a meeting</li> <li>- specific language of meetings; different types of meetings (team meet-ing, kick-off meeting, annual meeting)</li> <li>- different roles in a meeting: chairing and participating</li> <li>- understanding and using non-verbal language in different cultural con-texts</li> <li>- working with case studies and simulations of business meetings</li> </ul> <p><b>Unit 3: Negotiations</b></p> <ul style="list-style-type: none"> <li>- preparing to negotiate</li> <li>- questioning techniques</li> <li>- bargaining in different cultures</li> <li>- different stages in a negotiation</li> <li>- the use of body language</li> </ul>
Prerequisites	(1) basics in business administration and logistics, (2) B2 level in English
Assessment	O oral (O examination of xx minutes, O presentation), <b>X written (O examination, X term paper) and simulation</b>
Literature/Textbooks	<p>(1) Business Spotlight, English for international communication, magazine, Spot-light, München.</p> <p>(2) Camerer, Rudi u. Mader, Judith, Intercultural Competence in Business Eng-lish, Cornelsen, 2012.</p> <p>(3) Hughes, John u. Naunton, Jon, Business Result, Oxford University Press, 2007.</p> <p>(4) Murphy, Raymond, English Grammar in Use, Cambridge University Press, 2004.</p> <p>(5) Pilbeam, Adrian, Market Leader, Logistics Management, Pearson/Longman, 2010.</p> <p>(6) Powell, Mark, International Negotiations, Cambridge University Press, 2012.</p>
Other	none