

## ICY0008 Business English for IT Specialists

<b>ASSESSMENT METHODS</b>	<b>EVALUATION CRITERIA</b>
Course study material. Business terminology and structures. Oral and written (home) assignments. Active participation in class activities. Continuous assessment.	Pass-fail and graded assessment (40% of the final grade): Home assignments submitted/presented as required by fixed deadlines. Attendance in at least 75% of the classes.
Home reading: IT-related literature (business focus)	Graded assessment (20% of the final grade): Content analysis of the text (50, 000 characters), written summary (100 words) and IT-terminology (60 terms) as required and scheduled.
IT-related discussions, presentations, speeches, negotiations, etc.	Pass-fail assessment: Active participation and preparation; showing ability to express oneself clearly, coherently and in a persuasive manner, in appropriate style, format and register.
IT-related argumentative presentation	Graded assessment (20% of the final grade): A 5-7- minute presentation delivered as required and scheduled.
Business meeting	Graded assessment (20% of the final grade): <ul style="list-style-type: none"> <li>• active participation in a preparatory meeting;</li> <li>• contribution to the meeting in the role of a well- prepared presenter and active participant.</li> </ul>
Business report	Pass-fail assessment (a pre-requisite for the final grades ,4‘ ja ,5‘): <ul style="list-style-type: none"> <li>• submission of a 300-350-word report (Draft 1) three weeks prior to the end of the term;</li> <li>• submission of a revised and edited text (Draft 2) in the final class.</li> </ul>
<b>PREREQUISITES FOR COMPLETION OF THE COURSE</b>	Active participation in at least 75% of the classes. Submission of assignments (incl. IT-related literature and argumentative) as required and scheduled.
<b>FORMULATION OF THE FINAL GRADE</b>	The final grade will be composed of: <ol style="list-style-type: none"> <li>1. Course progress (continuous assessment) 40%</li> <li>2. Home reading 20%</li> <li>3. Argumentative presentation 20%</li> <li>4. Business meeting 20%</li> </ol> Assessment methods should be met 100%. Method 6 is a pre-requisite for the final grades ‘4’ and ‘5’.