

Public Management Bachelor Programme

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| Module | 23 – English for Special Purposes II | | |
| Semester | 3 th semester (winter semester) | | |
| Courses | a) English for Public Management / Business Administration (S) EN b) English for Public Management / Public Management (S) EN | | |
| Workload | 4 SPW | 5 credits | 150 workload hours (45 attendance hours, 105 self-study hours) |
| Admission prerequisites | English for Special Purposes I | | |
| Module coordinator | Gabriele Marx-Tilp M.A. | | |

1. Learning outcomes

- a) Students will have the specialised language skills required to communicate in English on various areas of administrative law and European law. They will be able to actively participate in meetings (small group discussions and larger meetings) and chair these confidently in the foreign language.
- b) Students will have a good working knowledge of selected areas of Public Management and be able to use the English terminology required here confidently and correctly. They will be able to communicate in English about methods of making the public sector efficient and effective. Students will be able to discuss personnel management in the foreign language on the basis of agreed performance and targets. They will be able to analyse job adverts and write their CV, covering letter and letter of intent. Students will have acquired the language skills and strategies required to conduct a job interview successfully in the foreign language. They will be familiar with English terminology used in employment contracts.

2. Recommended prior knowledge and skills

English level B2 of the Common European Framework of Reference for Languages (CEFR)

3. Contents

- a) • Administrative Law (Police Law, Building Law, Environmental Law)
• European Law
• Meetings
- b) • Management of Public Institutions Efficiency, Quality and Effectiveness
• Management by objectives
• Application Process (Job Ads, Letter of Application, CV, Job Interviews, Follow-up Call, Letter of Intent, Employment Contract)

4. Modes of teaching and learning, workload

Language lecture with active feedback from students (45 hrs); preparation and revision of lectures (35 hrs); sample questions, job application documents (35 hrs), exam preparation (35 hrs).

5. Types of examination

Written exam (120 minutes)

6. Literature

SWEENEY, Simon: *English for Business Communication*, 2nd edition, Cambridge 2003; EMMERSON, Paul: *Business Vocabulary Builder: The words & phrases you need to succeed*, Oxford 2010; MURPHY, Raymond: *English Grammar in Use*, 4th edition, Cambridge 2012. Additional references will be made available at the beginning of the course.