

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	English for International Business (A0073), 5.0
Toteutus	HLA1211: 1/2012-2013 (27.08.2012 - 21.12.2012)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A015)
Ryhmät	Ensisijainen: HLA11KN Muut:
Projektissa mukana	
Luennoitsijat	guest speakers
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	21.05.2012 08:00 - 03.06.2012
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Kyllä Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Mäntysalo Paula (Vastuupettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekti/Hanke/T&K Kieli: englanti Virtuaalisuus: 0 op T&k-integraatio: 2 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	20.01.2013 Suoritusmateriaalin arkistointi päättyy: 22.07.2013
Tenttipäivät	Uusinnat: 17.01.2013, 21.02.2013
Opintojakson suoritettuaan opiskelija osaa	· · Examine the international operating environment and its principles · Understand internationalisation strategies · Select target markets for a business · Use their interaction skills in multicultural environments · Conduct negotiations and written and verbal communication related to foreign trade · Grasp the job application process for international positions
Edeltävät opinnot	Business Strategic Planning study unit, or equivalent knowledge
Oppimateriaali	Niskanen - Vetter - Urbom: Business Express (WSOY, 2008 or later)
Arviointikriteerit ja arviointimenetelmät	Proficiency level: B2 (see course book p. 11) Defined previous competence A0060 English for Network Economy completed (recommended) Assessment: • Vocabulary test 20%

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	• Formal meeting 20% (team grade) • Negotiation 40% • Essay 20% All the different parts are assessed on a scale from 0 to 5. In order to pass the study unit, the student needs to complete all the mandatory assignments defined at the beginning of the studies.
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Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
07.09.2012	9 - 11.30	3	Introduction to the course	• Study unit introduction • Revision of international business terminology		
14.09.2012	9 - 11.30		Wal-Mart in Germany	A case study from Zinkota et al: Wal-Mart's German misadventure pp. 550 - 559. Paper copies are to be found in my locker in the lobby. Read the text and find the answers to the questions for discussion at the end of the copy. Compile a list of relevant business expressions worth learning including individual words. Define and give translations in Finnish/your own mother tongue if needed. Discussion about the job application process - your CV + the elevator speech Chapters 2A + 2B in the course book - the sample cv on p. 142 for discussion Deadline for the CV -> 21 September Deadline for the elevator speech -> 21 September		
21.09.2012	9 - 11.30		Culture, travelling, hoasting and toasting	Chapters 3A, 3B, 3C and 3D Independent study: 1. 3B: exercises 1,3 and 5 -> keys at Optima 2. Ex 7/p. 183 and ex 7/p. 206 need to be handed in in Optima's return folder Wednesday 26 September 3. Class work: discussion about 3A Knowing me, knowing you + 3C / ex 7 + 3D / exs 8 and 10 Our path abroad companies given -> to be presented on Monday 1 October or on Friday 5 October		
28.09.2012	9-11.30		Vocabulary test, a visitor	Vocabulary test based on chapters 3A, 3B, 3C and 3D in the course book Business Express You are to define words or phrases from all the pages in the chapters mentioned above. You need to write full sentences, not only one or two words. The test also includes one matching task. Graded 1-5; has to be passed. A visitor - to be confirmed later to talk about "European culture" and Finns		
05.10.2012			Our path	Presentations begin on Monday 1 Oct to		

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			abroad presentations cont.	be continued on Friday 5 Oct -> the sessions will be on two dates. Those who only take the English language course will have their presentations on Friday during regular class hours. Those who have their presentations on Monday 1 Oct need not come on Friday 5 Oct.		
12.10.2012			Business Communication	1D - Buying and Selling in the Global Marketplace 1D exercises: 1, 2, 3, 6, 7, 11, 17, 20, 27 Discussion about the needed documentation in foreign trade and style Business documents are to be returned ON PAPER by 29 October.		
19.10.2012			Team guidance	Guidance on report writing + linguistic feedback Save some part of your A0071 project in the folder at Optima for me to read prior to our appointments on Friday 19 October. It is enough if you just have 2-3 pages for me to give you feedback on the style and the language. I will make a list of the times when each team should arrive. The deadline for your interim report in A0071 is 24 October. Teams 9 and 10 - not taking the IBO course - your companies are the ones you presented in our path abroad. Based on the slides everyone should turn the slide content into fluent and full business text. Make use of Optima's possibilities to write one document so that everyone can see and comment and give feedback to team members.		
26.10.2012			No contact hours	No lectures this week, you should study independently chapter 4C Meetings including exercises 2,3 and 6 -> keys are to be found at Optima. Pages 250 and 251 are especially important. A notice of a meeting and the agenda handed in in Optima's return box by 31 October.		
02.11.2012			Team meetings	All the teams are to have a more formal business meeting - teams come in in rotation; one team at a time. Feedback is given by the teacher. The minutes are to be handed in in Optima's return box by 7 November.		
09.11.2012			Introduction to negotiations	The focus will be on the structure of a negotiation and on the linguistic devices used in English when negotiating. The course book chapter 4D - Negotiations Pls have a look at Task 11 - choose your country and city and their pros and cons for discussions and negotiations in teams		

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				in class. Extra handouts will be given in class.		
16.11.2012			Rehearsal for live negotiations	No contact hours - the teacher available for discussion and help if needed (room 165/intl office)		
23.11.2012			Live negotiations	Live negotiations in teams with peer and teacher feedback (half of the group)		
30.11.2012			Live negotiations	Live negotiations in teams with peer and teacher feedback (half of the group)		
07.12.2012			No contact hours	Preparation for essay writing		
14.12.2012			Essay	Essay		