

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Professional Communication in English (A0197), 5.0
Toteutus	NTA1112: 1/2011-2012 (29.08.2011 - 19.12.2011)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A018)
Ryhmät	Ensisijainen: NTA10SN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä, Ondrej Doubek
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	23.05.2011 08:00 - 05.06.2011
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Rönkä Ilona (Vastuupettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä Kieli: englanti Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	19.01.2012 Suoritusmateriaalin arkistointi päättyy: 19.12.2012
Tenttipäivät	Uusinnat: 19.01.2012, 23.02.2012
Opintojakson suoritettuaan opiskelija osaa	• knows how to use basic business terminology in writing and speaking • is able to produce key business messages (formal and informal) • knows how to deliver effective presentations • is able to work effectively in a team • understands the basics of intercultural communication
Edeltävät opinnot	
Edeltävät opinnot, lisätietoja	The student needs to have passed the initial language test with a pass or s/he need to have passed Englannin kielen perusviestintä 01261. This applies to students who study in Finnish-language degree programmes.
Keskeinen sisältö	• basic business terminology in English • business writing • presentation practice • international job application process • meetings and negotiations
Oppimateriaali	• Handouts provided by the teacher
Arviointikriteerit ja arviointimenetelmät	• Examination 30% • Negotiation 30% (Other spoken assignments can affect the grade.) • Project report 30% (Other written assignments can affect the grade.) • Vocabulary test 10% The used assessment scale is 1-5. All the allocated and compulsory assignments need to have been accepted and completed before a grade can be given.
Muut toteutusjärjestelyt	• The course starts in week 36 and ends in week 50. • Lectures are held on Mondays at 12.30-15. • A detailed schedule will be announced later.

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
05.09.2011	12.30-15	2	Introduction	• Course introduction	234	Ilona Rönkä



TOTEUTUSSUUNNITELMA Valmis

				• Teaming • ‘Gadgets Galore’ • Presentation practice • ‘Basic business vocabulary’ handed out		
12.09.2011		6	No contact lessons	• Independent study in teams: a) company presentation planning b) getting started with the project		Ilona Rönkä
19.09.2011	12.30-15	2	Company presentations	• Company Presentations (See a separate instruction PP.) • Style and emails	234	Ilona Rönkä
26.09.2011			No contact lessons	• RESEARCH PROPOSAL finished • Study ‘The Purchasing Process’ and do exercises 9.2, 9.3, 9.7 and 9.8 • “What is meant by the Incoterms?” -> Be ready to answer this w 40. • Emails and research proposal handed in in Optima on Sunday, 2 Oct., at the latest		Ilona Rönkä
03.10.2011	12.30-15	2	The Purchasing Process + VOCAB TEST	• VOCABULARY TEST • The Purchasing Process (homework ex. 9.2, 9.3, 9.7, 9.8 gone through in class) • What is meant by the Incoterms?	234	Ilona Rönkä
10.10.2011			No contact lessons	• Exchanging business documents in pairs (See a separate instruction sheet.) • Hand in your business letters on paper in class in w 42.		Ilona Rönkä
17.10.2011	12.30-15	2	Report writing	• Report writing practice according to separate instructions	207	Ilona Rönkä
24.10.2011			Consultation week	• Meeting the teacher for consultation on your project reports in teams according to a separate schedule. • Book your time in Optima.	According to a schedule in Optima	Ilona Rönkä
31.10.2011			No contact lessons	• Hand in a preliminary project report (approx. 2-3 pages) on Sunday 6 Nov. at the latest		Ilona Rönkä
07.11.2011	12.30-15	2	Meetings and negotiations	• Meetings and negotiations • NEGOTIATION task set (See a separate instruction sheet.)	234	Ilona Rönkä
14.11.2011			Consultation week	• Meetings on NEGOTIATIONS held in teams where teacher present according to a separate schedule. Book your time in Optima. (See a separate instruction sheet.) • Be ready to share your team’s agenda on paper with the teacher in the consultation session. • Hand in team’s minutes on Sunday	According to a separate schedule given in Optima	Ilona Rönkä

**TOTEUTUSSUUNNITELMA Valmis**

				20 Nov. at the latest.		
21.11.2011			No contact lessons	• Planning and rehearsing for the negotiation. • PROJECT REPORT finished. • Hand in your PROJECT REPORT in Optima on Sunday 27 Nov. at the latest.		Ilona Rönkä
28.11.2011			Negotiation + job application process	• NEGOTIATIONS according to a separate timetable. Book your time in Optima. • Study 'The job application process' • Writing a CV/résumé and a cover letter (See a separate instruction sheet.) • Hand in your CV/résumé and cover letter in Optima's return folder (.doc/.docx) on Sunday 4 Dec. at the latest	According to a separate list in Optima	Ilona Rönkä
05.12.2011			No contact lessons	• Exam revision		Ilona Rönkä
12.12.2011	16-18	2	EXAM	• EXAM	Tuomo	Ilona Rönkä
22.11.2011	9	1	Guest Lecture	• Ondrej Doubek, F-Secure, lectures about Communication	Timo	Ilona Rönkä