

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Professional Communication in English (A0197), 5.0
Toteutus	NTA1211: 1/2012-2013 (03.09.2012 - 10.12.2012)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A018)
Ryhmät	Ensisijainen: NTA11SN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	21.05.2012 08:00 - 03.06.2012
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Ei 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, Verkko/virtuaali Kieli: suomi Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	10.01.2013 Suoritusmateriaalin arkistointi päättyy: 19.12.2013
Tenttipäivät	Uusinnat: 17.01.2013, 21.02.2013
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 have taken part in 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	• Vocabulary test 10% • Participation 20% • Speaking 30% • Writing 40% The used assessment scale is 1-5. All the allocated 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 can be found under "Learning events " / "Oppimistapahtumat".

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
03.09.2012	12.30-15	2	Introduction	• Introduction (teams, project work		Ilona Rönkä

TOTEUTUSSUUNNITELMA Valmis

				- and memowriting presented) ‘Gadgets Galore’ - Presentation practice ‘Basic business vocabulary’ handed out		
10.09.2012			No contact lessons	Independent study in teams: a) company presentation planning b) getting started with the project		Ilona Rönkä
17.09.2012	12.30-15	2	Company presentations	- Company Presentations - Style and emails - PROJECT PLAN finished and handed in in Optima on Sun 23 Sept the latest - Emails (3) handed in in Optima on Sun 23 Sept the latest		Ilona Rönkä
24.09.2012	12.30-15	2	Vocabulary test	- 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.		Ilona Rönkä
01.10.2012			No contact lessons	- Exchanging business documents in pairs - Hand in your business letters on paper in class W41		Ilona Rönkä
08.10.2012	12.30-15	2	Guidance	Team guidance on project plans according to a separate schedule found in Optima		Ilona Rönkä
15.10.2012	12.30-15	2	Report writing	- Report writing practice - We meet in an ICT classroom.	ICT classroom	Ilona Rönkä
22.10.2012			No contact lessons	Hand in a preliminary project report (approx. 10 pages) on Sun 28 Oct the latest		Ilona Rönkä
29.10.2012	12.30-15	2	Guidance	Team guidance on project reports according to a separate schedule found in Optima		Ilona Rönkä
05.11.2012	12.30-15	2	Meetings	- Meetings and negotiations - Negotiation task set		Ilona Rönkä
12.11.2012			No contact lessons	- Guest lecture cancelled - No contact lessons		Ilona Rönkä
19.11.2012	12.30-15	2	Guidance	- Project report handed in in Optima on Sun 25 Nov the latest. - Negotiations according to a separate timetable found in Optima		Ilona Rönkä
26.11.2012			No contact lessons	CV and elevator speech recording handed in in Optima on Sun 2 Dec the latest.		Ilona Rönkä
03.12.2012	12.30-14	1	Guest Lecture	Ondrej Doubek. from F-Secure, lecture about the art of communication as an ICT professional	Tuomo	Ilona Rönkä

TOTEUTUSSUUNNITELMA Valmis

				• Memo on the guest lecture to be handed in on Sun 9 Dec the latest • Give peer feedback for the elevator speech on Sun 9 Dec the latest		
10.12.2012	12.30-13.30		Essay	• Essay writing		