

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Professional Communication in English (A0197), 5.0
Toteutus	NTA1212: 1/2012-2013 (07.09.2012 - 14.12.2012)
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	14.01.2013 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 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	• 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 Fridays at 9-11.30. • A detailed schedule can be found under "Learning events " / "Oppimistapahtumat".

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
07.09.2012	10-12	2	Introduction	• NB! We start today exceptionally		Ilona Rönkä

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				- at 10 and carry on till 12. - Introduction (teams, project work and memowriting presented) 'Gadgets Galore' - Presentation practice 'Basic business vocabulary' handed out		
14.09.2012			No contact lessons	Independent study in teams: a) company presentation planning b) getting started with the project		Ilona Rönkä
21.09.2012	9-11.30	2	Company presentations	- Company Presentations - Style and emails - PROJECT PLAN finished and handed in in Optima on Wed 26 Sept the latest - Emails (3) handed in in Optima on Thu 27 Sept the latest		Ilona Rönkä
28.09.2012	9-11.30	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
05.10.2012			No contact lessons	- Exchanging business documents in pairs - Hand in your business letters on paper in class W41		Ilona Rönkä
12.10.2012	9-11.30	2	Guidance	Team guidance on project plans according to a separate schedule found in Optima		Ilona Rönkä
19.10.2012	9-11.30	2	Report writing	- Report writing practice - We meet in an ICT classroom.	ICT classroom	Ilona Rönkä
26.10.2012			No contact lessons	Hand in a preliminary project report (approx. 10 pages) on Sun 28 Oct the latest		Ilona Rönkä
02.11.2012	9-11.30		Guidance	Team guidance on project reports according to a separate schedule found in Optima		Ilona Rönkä
09.11.2012	9-11.30	2	Meetings	- Meetings and negotiations - Negotiation task set		Ilona Rönkä
12.11.2012			No contact lessons	Guest lecture cancelled		Ilona Rönkä
16.11.2012			No contact lessons	Ondrej Doubek's guest lecture on Monday, 3 Dec, at 12.30-14 replaces this session		Ilona Rönkä
23.11.2012			No contact lessons	- Planning and rehearsing for the negotiation - Project report handed in in Optima on Sun 25 Nov the latest. - CV and elevator speech recording handed in in Optima on Sun 25 Nov the latest.		Ilona Rönkä
30.11.2012	9-11.30		Guidance	Negotiations according to a	According to	Ilona Rönkä

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				• separate shedule found in Optima. Give peer feedback for the elevator speech on Sun 2 Dec the latest.	a separate list in Optima	
03.12.2012	12.30-14	1	Guest Lecture	• Ondrej Doubek, from F-Secure, lectures about international communication from the viewpoint of an ICT professional • Memo on the lecture to be handed in on Sun, 9 Dec, the latest	Tuomo	
07.12.2012			No contact lessons			Ilona Rönkä
14.12.2012	10-11	1	Essay	• Essay writing		Ilona Rönkä