

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Professional Communication in English (A0197), 5.0
Toteutus	NTA1312: 1/2013-2014 (02.09.2013 - 09.12.2013)
Tyyppi	AMMATILLISEN KASVUN KÄYNNISTYMINEN (A017)
Ryhmät	Ensisijainen: NTA13KN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	20.05.2013 08:00 - 02.06.2013
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 20% • Speaking 40% • 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
02.09.2013	12.30-15	2	Introduction	• Introduction (teams, project work and minutes writing presented)		

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				• ‘Gadgets Galore’ • Presentation practice • ‘Basic business vocabulary’ handed out		
09.09.2013			No lessons	• Independent study in teams: a) planning Project presentation 1 b) getting started with the project • Project presentation slideshow handed in (DL Sun 15 Sept)		
16.09.2013	12.30-15	2	Project presentations 1	• Project presentations 1 • Style and emails • PROJECT PLAN finished and handed in (DL Sun 22 Sept) • Emails (3) handed in (DL Sun 22 Sept)		
23.09.2013	12.30-15	2	Vocabulary test	• Vocabulary test on Basic business vocabulary • Current events • Drawing up one's CV (DL Sun 29 Sept)		
30.09.2013	12.30->	2	Guidance	• Team guidance on project plans • Check your team's guidance time in Optima		
07.10.2013	12.30-15	2	Reports and memos	• Memos • Report writing practice • We meet in an ICT classroom	ICT classroom	
14.10.2013			No lessons	• Independent work in teams on project report		
21.10.2013	12.30-13.30	1	Guest Lecture	• Memo on guest lecture handed in (DL Sun 27 Oct) • Preliminary project report of approx. 10 pages (1st draft) handed in (DL Sun 27 Oct)		
28.10.2013			No lessons			
04.11.2013	12.30->	2	Guidance	• Team guidance on project reports • Check your team's guidance time in Optima		
11.11.2013	12.30-15	2	Meetings and negotiations	• Meetings and negotiations • Negotiation task set		
18.11.2013			No lessons	• Planning and rehearsing for the negotiation • Project report handed in (DL Sun 24 Nov) • Elevator pitch recording handed in (DL Sun 24 Nov)		
25.11.2013	12-15	3	Project presentations 2 + negotiations	• Project presentations 2 • Negotiations according to a schedule found in Optima.		
02.12.2013			No lessons	• Preparing for the essay		
09.12.2013	12.30-14	1	Feedback +	• Study unit feedback collected (ICT	ICT	

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			Essay	• classroom) 12.30-13 Essay (normal classroom) 13-14	classroom	
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