

ESL 505

International Business Communication

Credit:	0 hours/0 units
Contact hours:	3 hours/week
Prerequisite:	Admission to either the International MS Accountancy or MS Finance program. These departments sponsor the course for their own students.
Relation to other:	ESL 505 fulfills the ESL requirement for graduation for graduate Finance and Accountancy students. No other course is required.
Audience:	International graduate students in Accountancy and Finance at UIUC.
Required Text:	Course packet "International Business Communication," available at <i>Notes 'n Quotes</i> .
Abstract:	This course has been described as a "four-skills course" to include focus on all the language skills necessary to be successful in your programs and careers: reading, writing, listening and speaking.
Course contents:	Students will read, listen to and discuss source materials on a variety of business topics, and then learn to produce papers and business presentations that are clear, analytical, informed and persuasive. Writing assignments will cover the most commonly-needed formats in the business arena: memos and business letters, summaries, executive summaries, case studies and cover letters for job applications. Students' need to be able to perform orally is the motivation for a focus on oral presentation and negotiation skills. We will therefore be doing formal business presentations and practicing business negotiation skills, with an emphasis on cross-cultural awareness and the grammar and strategies for effective negotiations. Speaking assignments will include a formal business presentation to recommend a proposal for your business, several negotiation roleplays, job interview practice, plus many informal class and group discussions.
Grading Basis:	Letter grades based on performance on class assignments and participation. A passing grade for this course is a grade of B- or higher.