Description: English Language: Business in Australia

Subject | Cat-nbr | Class | Term | Mode | Units | Campus  
---------|---------|-------|------|------|-------|---------
CMS      | 1004    | 40701 | 1, 2005 | ONC | 1.00  | Toowoomba

Academic group: FOART
Academic org: FOA004
Student contribution band: National Priority Teaching
ASCED code: 070115

STAFFING
Examiner: Betty Adcock
Moderator: Shirley Tyler

RATIONALE

English has virtually become the language of international and global business. However, success in business and the professions is dependent on an understanding of business cultures and how they change in local contexts. Even within formal business and professional English there is considerable variation. Language and context cannot be separated and it is vital for individuals to develop sensitivity to the nuances and subtle changes in language usage determined by the particular business and/or professional environment and cultures.

SYNOPSIS

This course develops fluency and facility in both spoken and written English through an examination of the relationship between language and culture within the Australian and international business contexts.

OBJECTIVES

On successful completion of the course students will have:

1. developed an understanding of the subtleties of English language usage within the business and related professional environments
2. demonstrated fluency and facility in the use of the English language within a variety of business and related professional contexts
3. acquired an understanding of the culture of the Australian business and related professional worlds

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An introduction to Australian business institutions and their roles</td>
<td>10.00</td>
</tr>
</tbody>
</table>
2. Language within the Australian business community 20.00
3. Contemporary business issues 20.00
4. The roles of Australian political institutions 10.00
5. The mutually affective nature of language and Australian political and legal environments 20.00
6. The dissemination of socio-political perspectives through language 20.00

**TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

Students will also be expected to view at least one current affairs/news/business television programme per week.


**REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

, , *The Australian*,


STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed Study</td>
<td>60.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>63.00</td>
</tr>
<tr>
<td>Tutorials</td>
<td>42.00</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIARY</td>
<td>100.00</td>
<td>20.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>TUTORIAL PRESENTATION</td>
<td>100.00</td>
<td>30.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>RESEARCH PAPER</td>
<td>100.00</td>
<td>40.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>TUTORIAL PARTICIPATION</td>
<td>100.00</td>
<td>10.00</td>
<td>01 Mar 2005</td>
</tr>
</tbody>
</table>

NOTES
1. Due dates and requirements for all assessment items will be advised at beginning of semester.
2. See Note 1
3. See Note 1
4. See Note 1

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   It is the student's responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade, a student must: (i) submit all of the summative assessment items, including the Tutorial Presentation; and (ii) achieve at least 50% of the available weighted marks for the summative assessment items.

5. Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
Examination information:
There is no exam for this course.

Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

(a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) In accordance with University’s Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (e) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

Both content and written and oral language competence are important so assessment will concentrate on both content and process. Thus the tutorial presentation will be assessed not only in terms of content but also in terms of presentation and discussion-leading skills.