

IDENTIFICATION

Course code : ESI-SPI-CI-BE4-S7-UE2-EC6
ECTS : 0.5

DURATION

Lectures : 8
Tutorial classes : 8
Labs : 0
Total : 16

Project :
Personnal work :

ASSESSMENT

Continuous Assessment (40%) : Oral participation and short writing exercises during sessions. Final Assessment (60%) : * Oral (30%) : Simulation of a site meeting or presentation of a business plan (5-10 min). Written (30%) : Drafting a formal response to a client issue (complex email or memo).

TEACHING MATERIALS

Press articles (Financial Times, The Economist), business podcasts, and technical videos.

LANGUAGE

English

CONTACT

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UE : UE7-QEB

COURSE : Business English

SCOPE OF THE COURSE

OBJECTIVES

Transmit professional communication codes : Learn language registers (formal/informal) and cultural specifics of the English-speaking business world.
Provide meeting and negotiation tools : Teach standard sentence structures for chairing, arguing, interrupting, or concluding exchanges.
Introduce technical and commercial writing : Teach the standard structure of emails, memos, and activity reports in English.
Develop public speaking skills : Prepare students to present a project in a structured and convincing manner (Pitch).
Enhance "Business & Management" vocabulary : Introduce terms related to corporate finance, human resources, and project management.

COMPETENCE AND SKILLS

Linguistic & Operational Skills :
Write professional documents without register errors : Respond to a client, supplier, or partner with the appropriate tone (e.g., handling a dispute or requesting a quote).
Interact in international meetings : Be able to follow the agenda, express nuanced agreement/disagreement, and summarize decisions made orally.
Deliver an "Elevator Pitch" : Present your profile as a Building & Energy engineer or a technical innovation in under 3 minutes in a compelling way.
Transversal Skills (Soft Skills) :
Negotiate in an intercultural context : Adapt communication to English-speaking interlocutors (directness vs. politeness).
Handle unexpected situations orally : Reformulate an idea or ask clarifying questions to maintain communication despite lexical gaps.

PROGRAM

1. Corporate Identity & Career : Company presentation (structure, values, Construction/Energy sector). Job interview simulation and Elevator Pitch.
2. Effective Communication : Professional emailing codes, phone calls, and videoconferences. The art of summarizing and courtesy (Polite requests).
3. Meetings & Negotiations : Meeting vocabulary : opening a session, giving opinions, interrupting, concluding. Basic negotiation techniques.
4. Project Management : Technical presentation of a project (Building & Energy). Managing deadlines, unexpected events, and progress reports.

BIBLIOGRAPHY

REQUIREMENTS

English level B2