

Important Information about the UNlcert® III Oral Exam (*Business English*)



A. Text selection

The UNlcert® III Business English oral exam is based on two texts, chosen by the examinee, which serve as the basis for discussion between the examinee and two examiners.

The two texts have to adhere to the requirements below:

- The text for topic 1 is linked to a topic dealt with in the **UNlcert® III Business English module courses** (see A.1 UNlcert® III Business English module topic list), and the text for topic 2 is a **current business topic** that is in the news. The text for topic 2 can but does not have to be related to the UNlcert® III Business English module.
- The texts for topic 1 and for topic 2 **are not related**. I have chosen two completely different topics.
- The text has been taken from **one of the type of sources** listed by the English Department in section A.2 Text sources.
- The text is suitable for an **academic level discussion** with the examiners. It doesn't simply list facts and figures, contain only definitions, repeat the same ideas, or not say anything concrete.
- The text is **authentic**. It has been written and published for the public. Your UNlcert® III Business English module **course papers will not be accepted**.
- The text for **topic 1** is no **more than three years old** and for **topic 2** no more than **one**.
- The text is between **3 and 4 pages** (1500-2000 words).
 - ⇒ You may hand in two shorter texts that are from two different sources, but only if:
 - one text presents the advantages and the other the disadvantages
 - one text explains the topic in general and the other provides examples or a concrete case study
 - one text complements the other with additional information
 - the two texts offer completely different viewpoints

In this case the two texts must total the required length stated above.

- The **font type and size** are standard.
 - Arial, font size 11
 - Times New Roman, font size 12
- The **line-spacing** is 1,5.
- The pages are **numbered**.

A.1 UNiCert® III Business English module topic list

Business English I: Supply chain, company structure, management & leadership, women in leadership, work & motivation, human resources

Business English II-III: Products & brands, marketing, advertising, production & quality, accounting, business ownership, banking & microfinance, corporate social responsibility, international trade

Intercultural Training: socialising and small talk, cultural identity, the cultural iceberg, the cultural onion, culture shock, German core values, E.T.Hall, Geert Hofstede, Fons Trompenaars, , Erin Meyer, approaches to trust building, forms of politeness, models of corporate culture, non-verbal communication

A.2 Text sources

The following sources are recommended by the English Department:

English-language business/economics journals from the university library: <http://rzblx1.uni-regensburg.de/ezeit/index.phtml?bibid=UBTUE&colors=7&lang=de>

The Economist: www.economist.com

New York Times: <http://www.nytimes.com/>

Washington Post: <https://www.washingtonpost.com/>

Forbes: <http://www.forbes.com/>

Time magazine: <http://time.com/>

Daily Telegraph: <http://www.telegraph.co.uk/>

Guardian/Observer: <http://www.theguardian.com/uk/business>

Other sources of a similar nature will be accepted.

B. Handing in your texts to the Language Learning Centre (FSZ)

The texts can be handed in:

- in **paper form** to the information desk (see homepage for opening times).
- by **email** (fsz@uni-tuebingen.de) as a Word or PDF document. Links to webpages will not be accepted.

In both cases you must remember to include the required oral exam registration form (you can find this on the homepage). You must hand your texts in by the official deadline (see homepage).

C. The oral exam procedure

- The oral exam lasts **30 minutes** (approximately 15 minutes per text), and is carried out **individually**.
- The exam is a **discussion with two examiners (members of the English Department)** on your two texts, not a presentation. You will be guided with questions by the examiners on and around the two topics to facilitate the discussion, foster interaction and to test your ability to communicate naturally and fluently.
- You are not allowed to use any **supplementary material** in the exam; no copies of the texts, no notes, no power point slides.

D. Evaluation criteria

- A. Content
- B. Grammar
- C. Vocabulary
- D. Interaction and fluency
- E. Pronunciation

E. Contact

For more information, you may contact one of the following members of the English Department:

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