esade

TEACHING GUIDE - 2024-2025

CIM: Dynamic Meeting Skills

UGRA_001115

Departments	ELC - English Section
Teaching Languages	English
ECTS	2
Teacher responsible	Venner James Williamson - james.venner@esade.edu

Course Goals

The course will focus on the following areas: the conventional elements involved in leading and participating in formal business meetings. These include: agenda setting, chairing, and managing turn-taking of participants; problem-solving meetings, informal discussion meetings, informational and administrative meetings and disciplinary meetings; minute taking and follow-up action texts.

All four skills will be activated with a view to increasing control and confidence in language use. This involves focusing on a series of more specific objectives during the course:

Prerequisits

To have a level equivalent to English 2 or higher. CEFR level C1

Teaching methodology

Simulations and role-plays
Simulations and role-plays to develop good business meeting practices; practice in a range of roles such as that of leader, moderator, participant, scribe, devil's advocate.

Authentic meetings samples
Listening to and viewing authentic meetings samples for feedback and self-evaluation; defining what it is to be an effective communicator; briefing and preparation

Organisational discourse
Individual or group work leading to idea creation and assessment of possible solutions

Video recordings, films and live performances
Critical viewing of video recordings, films and live performances

Sharing Information
Reading of related texts, self study and discussion in class; sharing information; relevance and linkages of problems in a business context

Assessment

Tool	Assessment tool	Category	Weight %
Other	Class Participation	Retake and ordinary round	30.00%
Learning journal	Course Journal	Retake and ordinary round	30.00%
Written and/or oral exams	Final Meeting Assessment	Retake and ordinary round	40.00%

PROGRAMS

B13-Exchange Program Bachelor of Business Administration (BBA) (Undergraduates: Business)
    B13 Year 1 (Optative)

B13S-Exchange Program Bachelor of Business Administration (BBA) (Undergraduates: Business)
    B13S Year 1 (Optative)

BBA20-Bachelor of Business Administration (BBA) (Undergraduates: Business)
    BBA20 Year 1 (Optative)

    BBA20 Year 4 (Optative)

    BBA20 Year 2 (Optative)

    BBA20 Year 3 (Optative)

BBA23-Bachelor of Business Administration (BBA) (Undergraduates: Business)
    BBA23 Year 4 (Optative)

    BBA23 Year 2 (Optative)

    BBA23 Year 3 (Optative)

    BBA23 Year 1 (Optative)

BBE20-Bachelor of Business Administration (BBA) (Undergraduates: Business)
    BBE20 Year 3 (Optative)

    BBE20 Year 4 (Optative)

    BBE20 Year 2 (Optative)