

## English – Level II (F710264)

**Course size** *(nominal values; actual values may depend on programme)*

**Credits** 3.0

**Study time** 90 h

### Course offerings and teaching methods in academic year 2025-2026

A (Year)

Dutch, English

Gent

independent work  
seminar  
practical

### Lecturers in academic year 2025-2026

Hondeghem, Sofie

EB58

lecturer-in-charge

Calewaert, Stephanie

EB58

co-lecturer

### Offered in the following programmes in 2025-2026

[Bachelor of Science in Public Administration and Management](#)

**crdts**

3

**offering**

A

### Teaching languages

English, Dutch

### Keywords

English; vocabulary, grammar, reading skills, writing skills, speaking skills, presenting, business, public administration and management, language acquisition, research methodology, flipped classroom

### Position of the course

This course aims to enable students to read and interpret a current article linked to public administration and management and give a presentation about it after further academic research. Furthermore, they read and interpret an academic text linked to public administration and management and conduct desk research in academic sources to write a well-structured essay. The course is based on the 'flipped classroom' principle, which means students independently at home carefully prepare the theory and/or practical exercises through an electronic learning path to further complete the assignment in the two-weekly classes with guidance of their peers and the teacher.

### Contents

#### Level: CEFR level general and work-related language B2

- Work-related vocabulary linked to public administration and management: active knowledge from Dutch to English by means of reader;
- Repeating relevant grammatical aspects that have been dealt with in previous years by means of textbook and electronic learning path;
- Receptive Skills: reading and listening fragments focusing on presenting and essay writing on an academic level;
- Oral Skills: presenting a current public administration and management topic on an academic level;
- Written Skills: writing an essay about an academic public administration and management topic on an academic level.

### Initial competences

The end competencies of Engels –niveau I, i.e. **general and academic language skills CEFR level B2**.

## Final competences

- 1 Understand and take notes of what is said during lectures.
- 2 Ask and answer questions during lectures without preparation.
- 3 Express himself orally and in writing without too many grammatical errors.
- 4 To actively use an extensive English vocabulary that focuses on public administration and management.
- 5 Read, understand, and orally summarize advanced public administration and management texts.
- 6 Research a current public administration and management topic, consult various academic sources, and critically analyse them to select necessary info.
- 7 Write a well-developed academic essay, both individually and in group, based on researched public administration and management topic with critical use of AI for particular aspects of the assignment.
- 8 Give a well-developed academic group presentation based on researched current public administration and management topic.
- 9 Critically analyze a fellow student's essay and presentation based on questionnaires. He or she is able to formulate recommendations for improvement.
- 10 Improve first version of academic presentation and essay based on recommendations of fellow students and teacher.
- 11 Developing a learning process and the correct attitude in preparation of a business administration context.

## Conditions for credit contract

Access to this course unit via a credit contract is determined after successful competences assessment

## Conditions for exam contract

This course unit cannot be taken via an exam contract

## Teaching methods

Seminar, Practical, Independent work

## Extra information on the teaching methods

- Independent work: Vocabulary and grammar; preparation and/or consolidation reading, writing and speaking skills guided by textbook, reader, syllabus and electronic learning path.
- Practicum: Reading, writing, and speaking skills are discussed in further detail. Further development of academic essay and academic presentation in smaller groups and with teacher's support.

## Study material

Type: Reader

Name: 2 BA Reader for Learning Path - Essay Writing BPM

Indicative price: € 5

Optional: no

Language : English

Oldest Usable Edition : Every year new edition

Available on Ufora : Yes

Online Available : No

Available in the Library : No

Available through Student Association : Yes

Additional information: Textbook 'Macmillan English Grammar in Context Advanced' was already purchased and used in 1 BA.

Type: Reader

Name: 2BA BPM VOCABULARY

Indicative price: € 5

Optional: no

Language : English

Oldest Usable Edition : 2021

Available on Ufora : Yes

Online Available : No

Available in the Library : No

Available through Student Association : Yes

Additional information: Textbook 'Macmillan English Grammar in Context Advanced' was already purchased and used

## References

### Course content-related study coaching

Feedback during practicum.

Further individual guidance at the request of the student.

### Assessment moments

continuous assessment

### Examination methods in case of periodic assessment during the first examination period

### Examination methods in case of periodic assessment during the second examination period

### Examination methods in case of permanent assessment

Skills test, Written assessment with multiple-choice questions, Participation, Written assessment with open-ended questions, Peer and/or self assessment, Assignment

### Possibilities of retake in case of permanent assessment

examination during the second examination period is possible in modified form

### Calculation of the examination mark

1st exam session:

- Portfolio reading and writing skills (essay writing) with peer-evaluation out of 15%. Zero tolerance for plagiarism.
- Skills test presenting with peer-evaluation out of 15%. Zero tolerance for plagiarism.
- Written test (multiple choice and open questions): vocabulary and grammar 30%
- Assignments within the learning paths 20% (learning path grammar: highest score with unlimited attempts, learning paths essay writing/presentations: obtained score of closed questions + random check of sample open questions graded for content and language)
- Active participation in and preparation of two-weekly classes out of 20%. Attendance classes with necessary preparation obligatory. At least 50% participation in the group work portfolio reading and writing skills and the skills test presenting is necessary, student who are illegitimately absent more often cannot pass these tasks. Absences because of legitimate reasons have to be reported through e-mail beforehand to the teacher.

Teacher retains right to adapt individual student's final score in exceptional circumstances

Retake exam session:

- Active participation in two-weekly classes: no retake task or compensating activity; student keeps score of first exam session.
- Other evaluations: retake task or compensating activity for evaluations which student did not pass in the first exam session; scores of evaluations for which the student passed will be transferred to the retake session.

General remark:

Assignments already start in week 1 or 2. In case of late enrolment the teacher should be contacted.