

**Instructor:** Ms. Megan Pötzing  
**Email:** megan.poetzing@th-rosenheim.de

**Office:** A2.01  
**Office hours:** By appointment only

*If you need to contact me by email please state the course name (AWPM Academic English)*

**Goal:** To prepare students for successful careers in business either abroad and/or with multinational organizations by strengthening their written English communication skills and cross-cultural awareness.

### Course Description

Academic writing serves as a tool of communication. Communication in written form is needed in all fields of work not just in academia. In this course you will learn to present your thoughts clearly and concisely in a well-organized format.

Academic writing also helps develop your analytical skills while exposed to different points of view. You are expected to consider different arguments and then develop your own ideas. Simply presenting information is not enough. To think critically and objectively is a useful skill in all aspects of life.

At the end of the course the students will be able to:

- Develop more confidence in writing using the 5-step writing process
- Construct an effective thesis statement
- Build solid arguments with a clear topic sentences and supporting details
- Link ideas together
- Conclude a 5-paragraph essay
- Provide valuable feedback through peer review
- Use AI critically as a support tool to improve writing skills
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### Course requirements:

- Regular participation in the course. You need to participate in 10 or more lessons in order to write the exam.
- Keep a **journal**. Each day for up to **70** days write an entry in English. This is simply for practice. Number your pages, for each week I will check to see how many pages you have written. You can earn up to **5 extra points** for the exam.
- Each student needs to participate in at least 3 individual consultations with the instructor to get feedback on essays.

### Exam

Date: Friday 4 July 2025

Time: 10:00

Duration: 90 minutes

Room: Computer Lab in S-building

The exam will be held on campus. You will be expected to write a 5-paragraph essay on one of the topics discussed in class. No dictionaries or other aids allowed in the exam.

### Course Material

Handouts will be available on the Learning Campus. Course: *Fachenglisch (IM-M), SoSe2025*.

### Absent

If cannot come for whatever reason, please send me a formal email excusing yourself from class.

Class participation is essential for earning a passing grade; therefore, you are expected to attend all lessons.

### Suggested literature

- *Business Spotlight*, [www.business-spotlight.de](http://www.business-spotlight.de)  
It is for German speakers who need English in the workplace.  
Available in the university library
- *Essential Grammar in Use*, 3<sup>rd</sup> ed. (red book). Raymond Murphy. CUP: Cambridge
- *English Grammar in Use*, 5<sup>th</sup> ed. (blue book). Raymond Murphy. CUP: Cambridge  
Both available in the university library
- Online language references:  
[dict.cc](http://dict.cc) | [Wörterbuch Englisch-Deutsch](http://dict.cc)  
[Dictionary / Wörterbuch \(BEOLINGUS, TU Chemnitz\) \(tu-chemnitz.de\)](http://dict.cc)  
[Linguee | Deutsch-Englisch Wörterbuch](http://dict.cc) (full-context English and German translations side-by-side)