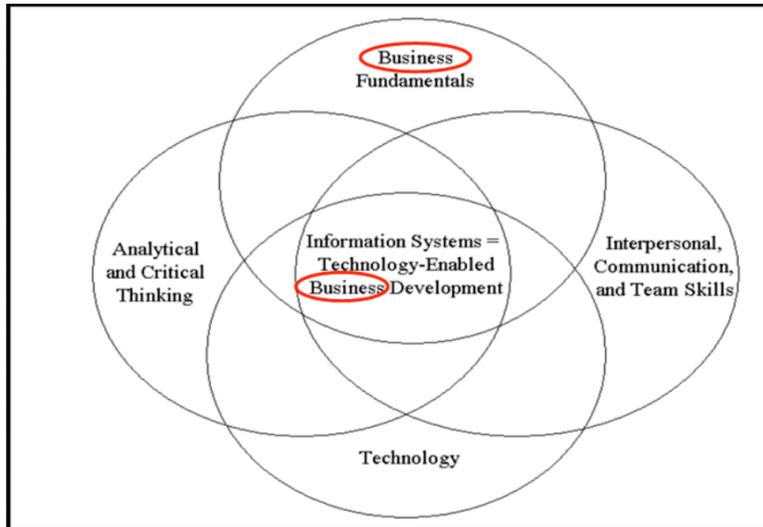


EngFin Syllabus

English for Finance, 202361.05E
Berlin School of Economics and Law, SS2017

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Course Concept

Our problem includes ...

How best to transform the course module into something relevant, useful, engaging, highly motivating, and fun, because life is too short ...

To help you prepare for your term papers, BA thesis, and future research and writing, because everyone agrees this is relevant, valuable, and needed ...

To help you pass the test in flying colors, because there is absolutely no need for losing sleep and sweaty palms...

The exam questions

The course module and current practices require a 90 minute exam composed of three parts: an essay (70%), vocabulary (15%), and grammar (15%)

Instructors write the questions as they think best and read and evaluate the exams: here are the exam questions I've written for you:

- 1. Essay. What is your current research question, what issues are relevant professionals discussing, and what questions might you like to follow next and why?*
- 2. Vocabulary. Identify and discuss the meaning of five special terms you have used and how you have used them*
- 3. Argument. Identify and discuss your use of three task prompts from Steps for Better Thinking*

How we will prepare

The Craft of Research

To insure that you have had the chance to develop a systematic overview of academic research, we will read, outline, and discuss the first ten chapters of *The Craft of Research* --- ten short, 7-12 page chapters that explain the fundamentals

1. What is research?
2. Readers, Roles
3. From topics to questions
4. From questions to problems
5. From problems to sources
6. Search and sources
7. Arguments
8. Claims
9. Reasons
10. Acknowledgements and Responses

The literature review

Explore what relevant professionals are discussing by looking for high-level discussions using [Google Search](#) like this: “current issues/trends YourTopic 2016 pwc”

“Current Issues,” because these are terms professionals use when they are surveying a field, and we are starting off with a survey

“2016”, because you want to narrow your search to the present

“Your Topic”, such as “co-working spaces” or its synonyms as commonly used by professionals for your topic

“pwc”, and from the list below, to narrow your search to high-level consulting firms and management journals

PWC, for Price Waterhouse Cooper

Deloitte

McKinsey

EY, for Ernst and Young

KPMG

HBR, for Harvard Business Review

Wharton

Note-Taking

To manage the complexity you will need to develop a sophisticated workflow, including relevant technologies. We will explore a number methods, but first and foremost will be Outlining

[This example](#) ...

Shows how a critical review of an article’s topics and sub-topics – using outlining to organize a complex inquiry -- has helped the writer to ...

Organize her questions and findings

Clarify her interests and redirect her search

Find a better source and discover even more interesting sub-topics

We will spend weeks sharpening your reading, note-taking, and especially outlining skills, and with strong emphasis on distinguishing sub-topics, or high-level generalizations

... (in my other classes) every week we have articles, usually between 6-8 and have questions that deal with them. Because I have learned how to "filter out" information that is relevant, it is much easier to grasp those profound and sometimes abstract

findings. No need to mention that I am able to spend the time more productively too. Or that I can find similar articles which I can use, easily and fast. ... and it is not only this course, I use your research strategies every day, no matter what I want to find out. If I need to prepare a presentation, I know where to look for academically relevant sources. If I write an essay, I am able to structure and formulate it making use of the "craft of research ". If I am browsing through the internet to find good literature, I know where to look. If I have a 20 pages article, without any subheadings, I automatically put some into the article, it's crazy!

Tutorials

[Outlining Principles](#) explains why and how we use outlines to manage complexity

[Outlining Styles](#) explains how to use the Outline View in MS Word

and changed your topic

Other topics

Reporting

Explains how to transform notes into prose, the first drafts you use to work over your topic

Research Questions

Explains how you'll beat up your interests and findings into a question designed to lead to something important – something that engages others and wins their attention and respect

Portfolios

Explains how in this class we work iteratively, engaging a number of activities each week, writing them up and sharing them in the next class

Teams

Explains how and why we will work in teams, not just simple groups, to leverage our numbers and differences

Feedback

And most notably, how we write with and for others to the end of soliciting support, responses, and criticism from each other

Evaluation

Evaluation Rubrics

Are what I use to guide my responses to your work and, eventually, your grade, and what you'll see [here](#) (I'll design one specifically for this class in the next weeks) is how I've identified relevant aspects and scaled them from where most happen to start out and where we would like to end up

Task Prompts for Different Levels in Steps for Better Thinking

Will be your guide for analysis and argument, and where your mission is to explore the "prompts" you will find here to raise additional questions of your topic and learn how to view your materials more complexly

Good Housekeeping

Address

Call me "Dr. Bruce" if you like, as I use your first name and "Dr." is something I earned and reminds us of our roles at the HWR

Attendance

Technically, you are allowed to miss 20% of our classes, but I wouldn't advise you do to so.

Bring your laptops!

Evaluation

Your grade will be based on a checklist and evaluation rubric, as you will find on my [Evaluation](#) page

Portfolio Homework

Please submit your homework two days before class as I (and you) will need a full day to begin looking at it: Sunday evening at the latest, and if by Sunday noon your chances of my looking at your work carefully are much, much better!

Be sure to follow carefully the advice on my [Portfolio](#) page, including the format for naming your homework files on Dropbox: "yy.mm.dd FirstName"